

[Your Name/Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

RE: Notice of Cyber Liability Insurance Claim

Policy Number: [Your Policy Number]

Date of Incident: [Date the breach was discovered]

To Whom It May Concern,

This letter serves as formal notification of a cyber security incident affecting [Company Name]. We are filing this claim under the cyber liability policy referenced above.

Description of Incident:

[Provide a brief description of the event, e.g., ransomware attack, data breach, unauthorized access, or phishing incident.]

Timeline:

The incident was first discovered on [Date] at approximately [Time]. Our internal IT team and/or external security partners began investigation and mitigation steps on [Date].

Estimated Impact:

At this stage, we believe the following have been affected:

- [Type of data: e.g., customer records, financial data, employee SSNs]
- [Systems affected: e.g., email servers, website, payment processing]
- [Estimated number of individuals impacted, if known]

Action Taken:

We have taken the following immediate steps to contain the breach:

- [Step 1: e.g., Isolated affected servers]
- [Step 2: e.g., Notified law enforcement]
- [Step 3: e.g., Engaged forensic consultants]

We have attached [List any preliminary reports, logs, or police reports] to assist with your initial assessment. Please assign a claims adjuster to this case and provide us with a claim number as soon as possible.

We look forward to your prompt response regarding the next steps in the claims process and coverage confirmation.

Sincerely,

[Signature]

[Printed Name]

[Job Title]