

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

Re: Delivery of Cyber Liability Insurance Policy: [Policy Number]

Dear [Client Name],

We are pleased to provide you with your new Cyber Liability Insurance policy, issued by [Insurance Carrier]. This coverage is an essential component of your risk management strategy in today's digital landscape.

Attached you will find the following documents:

- Policy Declarations Page
- Policy Schedule of Forms and Endorsements
- Cyber Incident Response Guide
- Invoice for Premiums Due (if applicable)

Please review these documents carefully to ensure all information is correct. We specifically draw your attention to the **Reporting Provisions**. In the event of a suspected data breach or cyber attack, most policies require immediate notification to the carrier's designated hotline to trigger coverage and access forensic services.

As part of your policy, you also have access to the following risk management tools:

- [Tool/Service Name 1]
- [Tool/Service Name 2]

If you have any questions regarding your limits, deductibles, or specific exclusions, please contact me directly at [Phone Number] or via email at [Email Address].

Thank you for choosing [Agency Name] for your professional insurance needs.

Sincerely,

[Agent Name]

[Title]

[Agency Name]