

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

RE: Commercial Cyber Liability Insurance Policy

Dear [Client Name],

Thank you for choosing [Agency Name] for your business insurance needs. We are pleased to provide you with your new Commercial Cyber Liability Insurance policy, issued by [Insurance Carrier Name].

Enclosed/Attached you will find your policy documentation, including:

- The Declarations Page (listing limits, deductibles, and premiums)
- The Policy Form and Endorsements
- Cyber Incident Response Plan/Hotline Information

Policy Details:

- **Policy Number:** [Policy Number]
- **Policy Period:** [Start Date] to [End Date]
- **Total Premium:** \$[Amount]

Please review these documents carefully to ensure all information is correct. In the event of a suspected data breach or cyber attack, please refer to the "Claims Reporting" section immediately to access your 24/7 incident response resources.

If you have any questions regarding your coverage or need to make adjustments to your policy, please contact us at [Phone Number] or [Email Address].

We appreciate your business and look forward to serving you.

Sincerely,

[Agent Name]

[Agent Title]

[Agency Name]