

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome and Delivery of Your Cyber Liability Insurance Policy

Dear [Client Name],

Welcome to [Agency/Company Name]. We are pleased to provide you with your new Cyber Liability Insurance Policy, number [Policy Number].

In an increasingly digital world, protecting your business from data breaches and cyber threats is essential. This policy is designed to offer you financial protection and support services in the event of a cyber incident.

Attached to this letter, you will find:

- The Policy Declarations Page (Summary of coverage limits and premiums)
- Your Policy Booklet and Endorsements
- Instructions for reporting a claim or accessing breach response resources

We recommend reviewing these documents carefully. Please pay close attention to the reporting requirements and the contact information for your 24/7 Cyber Incident Hotline.

If you have any questions regarding your coverage or if your business operations change, please do not hesitate to contact us at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Agent Name]

[Title]

[Agency/Company Name]