

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Delivery of Cyber Liability Insurance Policy - Policy #[Policy Number]

Dear [Client Name],

Thank you for choosing [Agency/Insurance Company Name] for your cyber security insurance needs. We are pleased to provide you with your new Cyber Liability Insurance Policy, effective [Effective Date] through [Expiration Date].

Enclosed in this package, you will find:

- The Policy Declarations Page
- Full Policy Terms and Conditions
- Summary of Coverage and Limits
- Claims Reporting Procedures and Emergency Contact Information

In the event of a suspected data breach or cyber incident, please refer to the "Claims Reporting" section immediately. Most policies require prompt notification to trigger access to legal, forensic, and notification services.

Please review these documents carefully to ensure the limits and coverage align with your business requirements. If you have any questions regarding your coverage or if your business operations change, do not hesitate to contact me at [Phone Number] or [Email Address].

We appreciate your business and look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]