

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Renewal of Your Cyber Liability Insurance Policy - [Policy Number]

Dear [Client Contact Name],

We are pleased to enclose the renewal documents for your Cyber Liability Insurance policy for the upcoming period of [Start Date] to [End Date].

In today's digital landscape, maintaining robust cyber coverage is essential. Your renewed policy continues to provide protection against risks including data breaches, network security failures, and cyber extortion.

Policy Details:

- **Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Renewal Premium:** [Amount]
- **Expiration Date:** [End Date]

Please review the attached Policy Schedule and Endorsements carefully to ensure the limits and deductibles meet your current business requirements. We particularly recommend reviewing the [specific section, e.g., Incident Response] section to familiarize yourself with the reporting procedures in the event of a suspected claim.

Action Required:

Please sign the enclosed acknowledgment form and return it to our office by [Date] along with your premium payment to ensure uninterrupted coverage.

If you have any questions regarding your coverage or if there have been significant changes to your IT infrastructure over the past year, please contact me directly at [Phone Number] or [Email Address].

Thank you for your continued trust in [Agency Name].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]