

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Delivery of Cyber Liability Insurance Policy

Dear [Client Name],

We are pleased to provide you with your Cyber Liability Insurance policy documents. Please find your policy details below:

- **Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Policy Period:** [Start Date] to [End Date]

This policy is designed to protect your business against digital threats, including data breaches, ransomware attacks, and media liability. We recommend that you review the "Declarations Page" and the "Exclusions" section to understand your specific limits and coverage requirements.

**In the Event of a Claim:**

If you suspect a cyber incident or data breach, please contact the 24/7 Incident Response Hotline immediately at: **[Phone Number]**.

Please store these documents in a secure location. If you have any questions regarding your coverage or need to make any updates to your policy, please contact our office at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Agency Name] for your cyber security needs.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]