

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

## **RE: Executive Cyber Liability Insurance Policy Delivery**

Dear [Client Name],

We are pleased to formally deliver your Executive Cyber Liability Insurance policy, issued by [Insurance Carrier Name], effective [Start Date] through [End Date].

In an increasingly digital landscape, this policy serves as a critical component of your risk management strategy. It is designed to provide comprehensive protection against data breaches, network security failures, and evolving cyber threats that could impact your organization's operations and reputation.

### **Policy Details:**

- **Policy Number:** [Policy Number]
- **Limit of Liability:** [Limit Amount]
- **Retention/Deductible:** [Deductible Amount]
- **Total Premium:** [Premium Amount]

### **Next Steps:**

1. **Review Your Documents:** Please review the enclosed policy carefully to ensure the limits, sub-limits, and endorsements align with your expectations.
2. **Incident Response Plan:** We recommend familiarizing your executive team with the carrier's specific "First Response" protocols and emergency contact numbers found on the declarations page.
3. **Risk Management Resources:** As a policyholder, you now have access to [Name of Carrier]'s risk management portal, which includes training tools and threat intelligence reports.

Please acknowledge receipt of these documents by signing and returning the enclosed [Voucher/Form Name], if applicable. Your invoice for the premium is also attached, with payment due by [Due Date].

Thank you for your continued trust in [Agency/Brokerage Name]. Should you have any questions regarding your coverage or need to report a potential claim, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Enclosures: Insurance Policy, Invoice, Claims Reporting Guide