

**Date:** [Insert Date]

**Policyholder Name:** [Insert Insured Name]

**Address:** [Insert Address Line 1]

**City, State, Zip:** [Insert City, State, Zip]

**Re: Issuance of Comprehensive Cyber Liability Insurance Policy**

**Policy Number:** [Insert Policy Number]

**Policy Period:** [Insert Start Date] to [Insert End Date]

Dear [Insert Contact Name],

We are pleased to provide you with your Comprehensive Cyber Liability Insurance policy documents. This policy is designed to protect [Insert Company Name] against the evolving financial and legal risks associated with data breaches and cyber-attacks.

Please find the following documents attached for your records:

- Policy Declarations Page
- Policy Schedule of Benefits and Limits
- Insuring Agreements and Endorsements
- Claims Reporting Procedures
- Cyber Incident Response Guide

**Key Policy Highlights:**

- **First-Party Coverage:** Includes data recovery, business interruption, and cyber extortion (ransomware) costs.
- **Third-Party Liability:** Coverage for legal defense, regulatory fines, and privacy breach notifications.
- **Crisis Management:** Access to forensic experts, legal counsel, and public relations firms.

We recommend that you review the policy terms and conditions thoroughly to ensure the coverage limits and deductibles align with your risk management strategy. Please note the specific requirements for reporting a suspected cyber incident to ensure timely coverage activation.

In the event of a suspected security breach, please contact our 24/7 Cyber Claims Hotline immediately at: **[Insert Hotline Number]**.

Thank you for choosing [Insert Insurance Company Name]. If you have any questions regarding your coverage, please contact your agent or our customer service department at [Insert Phone Number].

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Insurance Company Name]