

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Cyber Liability Insurance Policy Delivery and Endorsement

Dear [Client Name],

We are pleased to provide you with your Cyber Liability Insurance Policy documents and the associated endorsement(s) for the upcoming policy period.

Policy Details:

- **Policy Number:** [Policy Number]
- **Carrier:** [Insurance Carrier Name]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]

Endorsement Summary:

The enclosed endorsement [Endorsement Number/Name] has been added to your policy. This change [briefly state purpose, e.g., updates the limit of liability / amends the definition of a cyber act / adds a specific subsidiary].

Please review these documents carefully to ensure that the coverage limits, deductibles, and terms align with your business requirements. We specifically recommend reviewing the "Reporting Requirements" section to understand the protocol in the event of a suspected data breach or cyber incident.

Next Steps:

1. Download and save a digital copy of these documents for your records.
2. Review the updated Schedule of Forms.
3. Notify your IT and Legal departments of the claim reporting procedures.

If you have any questions regarding this endorsement or your overall cyber coverage, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]