

[Date]

[Contact Name]

[Title]

[Company Name]

[Address]

[City, State, Zip]

Subject: Delivery of Corporate Cyber Liability Insurance Policy - [Policy Number]

Dear [Contact Name],

We are pleased to provide the formal documentation for your Corporate Cyber Liability Insurance policy, issued by [Insurance Carrier Name]. This policy is effective from [Start Date] to [End Date].

Attached to this letter, you will find:

- The Policy Declaration Page
- Full Policy Terms and Conditions
- Claims Reporting Procedures
- Cyber Incident Response Contact Information

In the event of a suspected data breach or cyber attack, please refer to the "Claims Reporting" section immediately. Most policies require prompt notification to trigger coverage for forensic investigations and legal counsel.

We recommend that you review these documents carefully and store them in a secure, accessible location. If you have any questions regarding your coverage limits, exclusions, or risk management services included with your policy, please contact me directly at [Phone Number] or [Email Address].

Thank you for choosing [Agency Name] to manage your corporate cyber risk.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Agency Name]