

[Date]

[Client Name]

[Company Name]

[Address]

[City, State, Zip]

Subject: Welcome to [Agency Name] - Your Cyber Liability Coverage

Dear [Client Name],

Welcome to [Agency Name]. We are pleased to confirm that your Commercial Cyber Liability insurance policy is now active. In an increasingly digital landscape, we commend your proactive approach to protecting your business assets and reputation.

Your policy details are as follows:

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

Enclosed you will find your policy documents and a summary of coverage. Please review these documents carefully to understand your limits, deductibles, and reporting requirements.

In the Event of a Breach:

If you suspect a data breach or cyber incident, time is critical. Please contact the [Carrier Name] 24/7 claims hotline immediately at [Claims Phone Number]. They will provide you with access to legal counsel, forensic experts, and notification services.

As your agent, I am here to assist you with any questions regarding your coverage or risk management strategies. We will contact you prior to your renewal to review your evolving digital risks.

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

Sincerely,

[Agent Name]

[Title]

[Agency Name]

[Phone Number]

[Email Address]