

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency/Company Name]. Thank you for choosing us to provide your Cyber Liability Insurance coverage. We are committed to protecting your business against the evolving digital threats in today's landscape.

Your policy details are as follows:

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

Enclosed/Attached you will find your policy documentation and a summary of coverage. We recommend reviewing these documents to familiarize yourself with your limits, deductibles, and reporting requirements.

Incident Response & Claims:

In the event of a suspected data breach or cyber attack, time is of the essence. Please contact our claims department immediately at [Claims Phone Number] or [Claims Email Address]. Most policies also include access to 24/7 breach response services located on page [Page Number] of your policy.

Risk Management Tools:

As a policyholder, you may have access to complimentary cyber security resources, including employee training and risk assessments. You can access these tools at [Website URL].

If you have any questions regarding your coverage or need to make changes to your policy, please contact me directly at [Your Phone Number] or [Your Email].

We look forward to a long and secure partnership.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]