

[Date]

[Policyholder Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Policyholder Name],

Welcome to [Agency Name]. We are pleased to confirm that your Cyber Liability Insurance policy is now active. In an era of increasing digital threats, we are proud to partner with you to protect your business assets and reputation.

Your policy details are as follows:

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

Enclosed you will find your policy documentation, including your declarations page and summary of benefits. Please review these documents carefully to understand your coverage limits, deductibles, and reporting requirements.

Immediate Assistance:

In the event of a suspected data breach or cyber attack, please contact our 24/7 Incident Response Hotline immediately at: **[Phone Number]**.

As your dedicated agent, I am here to assist with any questions regarding your coverage, risk management resources, or future policy updates. You can reach me directly at [Agent Phone] or [Agent Email].

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

Sincerely,

[Agent Signature]

[Agent Name]

[Agency Name]