

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: NOTICE OF RENEWAL - Cyber Liability Insurance Policy #[Policy Number]

Dear [Client Name],

We are writing to inform you that your Cyber Liability Insurance policy is scheduled to expire on [Expiration Date]. To ensure your business remains protected against data breaches, ransomware, and other digital threats, it is time to begin the renewal process.

The cyber security landscape has evolved significantly over the past year. As a result, underwriters now require updated information regarding your current security protocols to provide an accurate renewal quote.

Next Steps for Renewal:

- **Review Coverage:** Please find the attached summary of your current limits and deductibles.
- **Complete Application:** Fill out the attached renewal application form.
- **Security Documentation:** Provide confirmation of Multi-Factor Authentication (MFA) and current backup procedures.

Please submit the requested documentation by [Due Date] to avoid any lapse in coverage. Once received, we will shop our markets to ensure you receive the most competitive premium and comprehensive terms available.

If you have any questions or have had significant changes to your business operations this year, please contact us at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Agent Name]

[Agency Name]