

[Company Header/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Annual Cyber Liability Insurance Renewal

Dear [Client Contact Name],

Your Cyber Liability Insurance policy, number [Policy Number], is scheduled to expire on [Expiration Date].

As cyber threats continue to evolve, maintaining continuous coverage is essential for protecting your business against data breaches, ransomware, and digital business interruptions. We have reviewed your current coverage and are pleased to provide the renewal terms for the upcoming year.

Renewal Summary:

- **New Policy Period:** [Start Date] to [End Date]
- **Annual Premium:** \$[Amount]
- **Limit of Liability:** \$[Amount]
- **Deductible/Retention:** \$[Amount]

To ensure your policy remains active and to avoid any gap in coverage, please complete the following steps by [Deadline Date]:

1. Review the attached renewal quote and updated policy terms.
2. Complete and sign the enclosed Renewal Application/Affidavit.
3. Remit payment via [Payment Method] or confirm your intent to renew.

Please note that any significant changes to your IT infrastructure or security protocols since your last renewal should be disclosed during this process.

If you have any questions regarding your coverage or would like to discuss adjusting your limits, please contact us at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Name]

[Title]

[Company Name]