

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Renewal of Your Business Cyber Liability Coverage - Policy #[Policy Number]

Dear [Client Name],

Your current Cyber Liability insurance policy is scheduled to expire on [Expiration Date]. In an era of increasing digital threats, maintaining uninterrupted coverage is essential to protecting your business assets and reputation.

To ensure a smooth renewal process and to verify that your coverage limits align with your current operations, please review the following steps:

- **Review Coverage:** Evaluate your current limits and deductibles.
- **Update Information:** Complete the attached renewal application to reflect any changes in your IT infrastructure or data handling practices.
- **Security Controls:** Please confirm if Multi-Factor Authentication (MFA) and offline backups are currently active, as these impact eligibility and premiums.

Please submit the updated documentation by [Deadline Date] to avoid any lapse in coverage. Once received, we will provide you with a formal renewal quote for your review.

If you have any questions regarding your renewal or wish to discuss policy enhancements, please contact me directly at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]