

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

**RE: Cyber Liability Insurance Renewal Update - Policy #[Policy Number]**

Dear [Policyholder Name],

Your Cyber Liability Insurance policy is scheduled for renewal on [Expiration Date]. As cyber threats continue to evolve, we are writing to provide an update on the renewal process and the documentation required to maintain your coverage.

To ensure a smooth renewal and to secure the most competitive terms, we require the following items by [Deadline Date]:

- Completed and signed Cyber Liability Renewal Application.
- Confirmation of Multi-Factor Authentication (MFA) implementation for all remote access and administrative accounts.
- Updated details regarding your data backup procedures and incident response plan.

Please be aware that the cyber insurance market is currently experiencing changes in pricing and underwriting requirements. Providing comprehensive information regarding your current security protocols will help us advocate for the best possible rates on your behalf.

Please return the requested documents to [Email Address] or contact us at [Phone Number] if you have any questions regarding these updates.

Thank you for your continued business.

Sincerely,

[Agent/Account Manager Name]

[Agency Name]