

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Notification of Cyber Liability Insurance Policy Renewal**

Dear [Client Name],

We are writing to inform you that your Cyber Liability Insurance policy, number [Policy Number], is scheduled to expire on [Expiration Date].

In today's digital landscape, maintaining robust protection against data breaches, ransomware, and other cyber threats is essential. To ensure continuous coverage without any gaps, we have begun the renewal process for the upcoming term.

**Renewal Requirements:**

- Completed Renewal Application (Attached)
- Updated Network Security Protocols
- Recent Multi-Factor Authentication (MFA) Verification

Please review the attached documents and submit the updated information by [Deadline Date]. Once received, we will provide you with a formal renewal quote and any updates to your coverage terms or premiums.

If there have been significant changes to your IT infrastructure or business operations over the past year, please let us know immediately as this may impact your risk profile.

Should you have any questions regarding your renewal or wish to discuss your current limits, please contact [Account Manager Name] at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]