

[Date]

[Policyholder Name]

[Company Name]

[Address]

[City, State, Zip]

Subject: IMPORTANT - Expiration Notice: Cyber Liability Insurance Policy #[Policy Number]

Dear [Policyholder Name],

This letter is to inform you that your Cyber Liability Insurance policy is scheduled to expire on **[Expiration Date]**.

In an era of increasing digital threats, maintaining uninterrupted coverage is essential to protect your business from data breaches, ransomware, and other cyber-related liabilities. To ensure there is no lapse in your protection, we recommend starting the renewal process immediately.

Next Steps:

- Review your current coverage limits and deductibles.
- Complete the attached renewal application form.
- Notify us of any significant changes to your IT infrastructure or security protocols over the last year.

Please submit your updated information by [Deadline Date] to receive a formal renewal quote. If your information is not received by this date, your coverage may lapse on the expiration date listed above.

If you have any questions or would like to discuss adjustments to your policy, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Insurance Agency Name]