

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Upcoming Cyber Liability Insurance Renewal

Dear [Policyholder Name],

Your Cyber Liability insurance policy, [Policy Number], is scheduled to expire on [Expiration Date]. To ensure your business remains protected against evolving digital threats, it is time to begin the renewal process.

The cyber insurance market currently requires updated information regarding your security protocols. To provide you with the most competitive terms and coverage options, please complete the following steps:

- Review your current coverage limits and deductibles.
- Complete the attached renewal application.
- Confirm if you have implemented Multi-Factor Authentication (MFA) and regular data backups.

Please return the completed documentation by [Due Date] to avoid any lapse in coverage. Once received, we will review the information and provide you with a renewal quote for your consideration.

If you have had any changes to your business operations or if you have questions regarding new cybersecurity requirements, please contact our office at [Phone Number] or [Email Address].

Thank you for trusting [Agency Name] with your business insurance needs.

Sincerely,

[Agent Name]

[Agency Name]