

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Notice of Upcoming Cyber Liability Insurance Renewal**

Dear [Client Name],

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

To ensure continuous protection against data breaches, ransomware, and other evolving digital threats, we recommend starting the renewal process immediately. Due to changes in the cyber insurance market, underwriters now require updated information regarding your current security protocols.

To proceed with your renewal, please provide the following:

- A completed renewal application (attached).
- Current Multi-Factor Authentication (MFA) implementation status.
- Confirmation of your most recent data backup and recovery test.
- An updated list of any significant changes to your IT infrastructure over the past year.

Please submit these documents by [Deadline Date] to avoid any lapse in coverage. Once received, we will review your information and provide you with a quote for the upcoming term.

If you have any questions regarding your coverage or the renewal requirements, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]