

URGENT: ACTION REQUIRED BY [Date]

Date: [Current Date]

To: [Client Name/Policyholder]
Policy Number: [Policy Number]
Expiration Date: [Expiry Date]

Subject: URGENT NOTICE - Renewal of Cyber Liability Insurance

Dear [Name],

Our records indicate that your Cyber Liability Insurance policy is scheduled to expire on **[Expiry Date]**. To ensure your business remains protected against data breaches, ransomware, and digital liabilities, we must receive your renewal instructions immediately.

Current cyber risk trends have led to stricter underwriting requirements. To process your renewal, we require the following:

- Completed and signed Renewal Application.
- Confirmation of Multi-Factor Authentication (MFA) status.
- Updated [Annual Revenue/Employee Count] figures.

Failure to renew by the expiration date will result in a lapse of coverage, leaving your organization personally liable for all costs associated with cyber incidents.

Please return the attached documents to [Email Address] or contact us at [Phone Number] today to confirm your intent to renew.

Sincerely,

[Your Name]
[Your Company Name]
[Your Contact Information]