

Cyber Liability Insurance Claim for Data Breach Incident

Date: [Insert Date]

To: [Insurance Company Name]

Claims Department

[Insurance Company Address]

[City, State, Zip Code]

Policy Number: [Insert Policy Number]

Claim Number: [Insert Claim Number, if applicable]

Dear Claims Adjuster,

I am writing to formally submit a claim under our cyber liability insurance policy due to a recent data breach incident that occurred on [Insert Date of Incident]. This incident has resulted in the unauthorized access and potential disclosure of sensitive personal and financial information belonging to our clients.

Details of the Incident:

- Date and Time of Breach: [Insert Date and Time]
- Description of the Breach: [Insert Description of the Incident]
- Type of Data Involved: [Insert Type of Data]
- Actions Taken: [Insert Actions Taken]

We have taken immediate steps to mitigate the damage caused by the breach, including notifying affected clients, working with cybersecurity professionals, and strengthening our security measures.

We are requesting that you process this claim as per the provisions of our policy. Attached you will find all relevant documentation, including incident reports, client notification letters, and details of the expenses incurred so far.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you need further information or clarification regarding this claim.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]