

# Cyber Liability Insurance Claim

To: [Insurance Company Name]

Address: [Insurance Company Address]

Date: [Date]

Policy Number: [Your Policy Number]

Claim Number: [If applicable]

Dear [Claims Adjuster Name or "To Whom It May Concern"],

I am writing to formally submit a claim under our cyber liability insurance policy due to the recent loss of sensitive client data resulting from a data breach that occurred on [Date of Breach].

The breach involved unauthorized access to our systems, where client personal information, including names, addresses, social security numbers, and financial details, was compromised. We became aware of the breach on [Date of Discovery] and have taken immediate steps to secure our systems and prevent further unauthorized access.

Our incident response team has engaged forensic experts to investigate the breach and determine its scope. Enclosed with this letter are the following documents to support our claim:

- Incident report detailing the breach
- Forensic investigation summary
- Client notification letters
- Documentation of expenses incurred

We believe this incident falls under coverage as outlined in our policy, and we request your prompt attention to this matter. Please let us know if you require any further information or documentation to process this claim.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]