

Claim Submission for Cyber Liability Insurance

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to formally submit a claim under my cyber liability insurance policy due to a phishing attack that resulted in unauthorized access to sensitive data on [Insert Date of Attack].

On the aforementioned date, our organization fell victim to a sophisticated phishing scheme that compromised several employee email accounts. As a result, sensitive information, including client data and financial records, was exposed to unauthorized third parties.

We acted promptly to mitigate the damage, implementing additional security measures and alerting affected clients. Attached to this letter, you will find a detailed report outlining the incident, the measures taken to address it, and supporting documents including:

- Incident Report
- Emails related to the phishing attack
- Communication with affected clients
- Cost breakdown of mitigation efforts

We kindly request your assistance in processing this claim as we seek to cover the costs incurred due to this incident. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]