

Cyber Liability Insurance Claim

Date: [Insert Date]

[Insurer's Name]

[Insurer's Address]

[City, State, Zip Code]

Policy Number: [Insert Policy Number]

Re: Claim for Recovery Costs - Cyber Incident

Dear [Insurer's Name],

I am writing to formally submit a claim under our cyber liability insurance policy due to a recent cyber incident that occurred on [date of incident]. The details of this incident are as follows:

- **Description of Incident:** [Brief description of the incident]
- **Date of Incident:** [Insert Date]
- **Impact on Business:** [Describe the impact]
- **Actions Taken:** [List steps taken to address the incident]

As a result of this incident, we have incurred recovery costs totaling [insert amount]. Attached you will find documentation supporting our claim, including invoices, emails, and reports detailing the recovery efforts and expenses.

We kindly ask that you initiate the claims process as soon as possible and inform us of any further requirements needed to expedite this claim.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]