

# Cyber Insurance Breach Report

Date: [Insert Date]

To: [Insurance Company Name]

From: [Your Company Name]

Policy Number: [Insert Policy Number]

## Subject: Cybersecurity Incident Report

Dear [Insurance Company Representative's Name],

We are writing to formally report a cybersecurity incident that occurred on [insert date of breach]. The incident has been assessed and we believe it is prudent to inform you under the terms of our cyber insurance policy.

### Incident Summary:

- **Date of Breach:** [Insert Date]
- **Type of Breach:** [Insert Type: e.g., Data Theft, Ransomware, etc.]
- **Systems Affected:** [Insert Affected Systems]
- **Data Compromised:** [Insert Description of Compromised Data]

### Incident Details:

[Provide a detailed account of the incident including how it occurred, immediate actions taken, and the current status of the investigation.]

### Mitigation Measures:

[Outline steps taken to mitigate the breach and prevent future occurrences.]

### Contact Information:

If you require any further information or clarification regarding this incident, please do not hesitate to contact us.

**Contact Person:** [Your Name]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]