

# Cyber Insurance Claim Submission

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Department/Specific Person's Name],

I am writing to formally submit a claim under my cyber insurance policy, policy number [Insert Policy Number], due to a recent cyber incident that occurred on [Insert Incident Date].

On [Incident Date], our organization experienced a [brief description of the incident, e.g., data breach, ransomware attack]. This incident has resulted in [describe the impact, e.g., loss of data, financial loss, business interruption].

We have taken immediate actions to mitigate the damage, which include [list actions taken, e.g., informing affected individuals, working with cybersecurity professionals]. The details of the incident are as follows:

- **Description of the Incident:** [Details]
- **Date of Incident:** [DD/MM/YYYY]
- **Type of Data Compromised:** [Details]
- **Estimated Financial Loss:** [Details]

Attached to this letter, you will find the documentation supporting this claim, including [list of attached documents, e.g., incident reports, financial records].

Please find my contact information below for any further inquiries or to discuss the claim:

Name: [Your Name]

Title: [Your Title]

Company: [Your Company]

Email: [Your Email]

Phone: [Your Phone Number]

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]