

# Incident Notification

To: [Insurance Company Name]

From: [Your Company Name]

Date: [Date]

Dear [Insurance Company Contact Name],

We are writing to notify you of a cybersecurity incident that occurred on [date of incident]. This incident involved [brief description of the incident, e.g., unauthorized access to systems, data breach].

Details of the incident are as follows:

- **Date and Time of Incident:** [Date and time]
- **Type of Incident:** [Type of cyber incident]
- **Systems Affected:** [List of systems]
- **Data Compromised:** [Description of compromised data, if applicable]
- **Actions Taken:** [Description of immediate actions taken to address the incident]
- **Impact Assessment:** [Brief assessment of the impact of the incident on business operations]

We are currently cooperating with [law enforcement, forensic teams, etc.] to mitigate the effects of this incident and prevent future occurrences.

Please let us know if you require any additional information or documentation for this matter. We look forward to your guidance on the next steps in accordance with our cyber insurance policy.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]