

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Cyber Liability Insurance Claim for Data Breach Incident

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim under our Cyber Liability Insurance policy number [Insert Policy Number] due to a data breach incident that occurred on [Insert Incident Date].

Incident Summary:

On [Insert Incident Date], we experienced a security breach that resulted in unauthorized access to sensitive data, potentially affecting [Insert Number] of individuals. The affected data includes [Briefly Describe the Type of Data].

Actions Taken:

Upon discovery of the incident, we took immediate steps to contain the breach, including [Insert Measures Taken, e.g., notifying law enforcement, hiring forensic experts, etc.]. We have also notified any affected individuals, as required by law.

We would like to request compensation for the following expenses incurred as a direct result of this incident:

- [List Expenses, e.g., forensic investigation costs]
- [List Expenses, e.g., customer notification costs]
- [List Expenses, e.g., credit monitoring services for affected individuals]

Enclosed are copies of the relevant documents supporting our claim, including [List Enclosures, e.g., incident reports, invoices]. If you require any additional information, please do not hesitate to reach out to me at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]