

Cyber Liability Insurance Claim

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Claims Adjuster's Name],

Subject: Claim Submission for Cyber Security Incident

I am writing to formally submit a claim for our cyber liability insurance policy [Policy Number], following a recent cyber security incident that occurred on [Date of Incident]. This incident has prompted us to enhance our employee training and implement additional prevention measures.

Summary of the Incident:

- Date of Incident: [Insert Date]
- Description: [Brief description of the incident]
- Impact: [Describe the impact on the organization]

As a response to this incident, we have taken the following actions to both mitigate future risks and enhance employee awareness:

1. Conducted a comprehensive training session on cyber security best practices for all employees on [Date].
2. Implemented new software and technology solutions to better protect our data.
3. Established a regular security audit schedule to ensure ongoing compliance and risk management.

Enclosed with this letter are all relevant documentation, including:

- Incident report
- Training attendance records
- Invoices for new security measures taken

We request that you process this claim at your earliest convenience. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]