

Claim Notification for Loss of Customer Data

Date: [Insert Date]

To: [Insurance Company Name]

Claim Department

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear Claims Adjuster,

I am writing to formally notify you of a claim under our cyber liability insurance policy due to a loss of customer data that occurred on [Insert Date of Incident].

Details of the Incident:

- Nature of Data Loss: [Insert Description]
- Number of Customers Affected: [Insert Number]
- Date of Discovery: [Insert Date]
- Actions Taken: [Insert Actions Taken to Address the Loss]

We have conducted a preliminary investigation and believe that this incident falls under the coverage provided by our policy. Enclosed are the relevant documents that support our claim, including:

- Incident Report
- Data Breach Notification
- Communication Logs
- Any other supporting documents

We request a prompt review of this claim and guidance on the next steps we should take. Please feel free to reach me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[Phone Number]

[Email Address]