

Claim for Cyber Liability Insurance

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Claims Department

[Insurance Company Name]
[Company Address]
City, State, Zip Code

Subject: Cyber Liability Insurance Claim - Third-Party Vendor Security Breach

Dear Claims Department,

I am writing to formally submit a claim under our Cyber Liability Insurance policy (Policy Number: [Insert Policy Number]) due to a security breach involving a third-party vendor that has resulted in a data compromise.

Details of the Incident:

- **Vendor Name:** [Insert Vendor Name]
- **Date of Breach:** [Insert Date]
- **Description of Incident:** [Briefly describe the breach and its impact]
- **Data Compromised:** [List types of data compromised]

As a result of this incident, we have incurred costs related to incident response, notification of affected individuals, and legal consultations. The estimated total incurred costs amount to [Insert Cost Amount].

Enclosed are copies of the following documents to support our claim:

- Incident Report
- Incurred Cost Invoices
- Correspondence with [Vendor Name]

I request that you begin processing this claim as soon as possible. Please confirm receipt of this letter and let me know if you require any additional information for the claims process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]