

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

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

Subject: Cybersecurity Insurance Claim

Dear [Claims Adjuster's Name or "Claims Department"],  
I hope this message finds you well. I am writing to formally file a claim under my cybersecurity insurance policy, [Policy Number], in response to a recent cyber incident that occurred on [Date of Incident].

The details of the incident are as follows:

- Description of the incident: [Brief description of what happened]
- Date and time of the incident: [Date and time]
- Impact on operations or data: [Details of damages or losses]
- Actions taken: [Measures you took after the incident]

Attached to this letter are relevant documents supporting my claim, including [list any attached documents such as incident reports, correspondence, and receipts].

I kindly request your prompt attention to this matter and would appreciate guidance on the next steps in processing my claim.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Company Name, if applicable]