[Date]

[Client Name]
[Client Address]
[City, State, Zip]

Dear [Client Name],

Subject: Protecting Your Business from Employment-Related Risks

As your business grows, so do the complexities of managing a team. In today's legal environment, even the most diligent employers can face unexpected allegations regarding workplace conduct.

I am writing to suggest enhancing your current risk management strategy with Employment Practices Liability Insurance (EPLI). This coverage is designed to protect your practice against claims resulting from the employment process, including:

- Wrongful termination or retaliation
- Discrimination based on age, sex, race, or disability
- Sexual harassment
- Wage and hour disputes
- Defamation or invasion of privacy

Standard general liability policies typically do not cover these specific risks. An EPLI policy not only provides for legal defense costs-which can be substantial regardless of the outcome-but also covers settlements and judgments.

I would like to schedule a brief call to review your current employee headcount and discuss how we can tailor a policy to fit your specific needs. Please let me know a time next week that works best for you.

Sincerely,

[Your Name]
[Your Title]
[Your Agency Name]
[Your Phone Number]
[Your Email]