

[Company Header/Logo]

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: Notice of Employment Practices Liability Insurance (EPLI) Endorsement

Policy Number: [Policy Number]

Dear [Policyholder Name],

We are pleased to inform you that your Commercial Package Policy has been updated to include an Employment Practices Liability Insurance (EPLI) Endorsement, effective [Effective Date].

This endorsement provides coverage for claims resulting from various employment-related practices, including but not limited to:

- Wrongful termination
- Harassment (including sexual harassment)
- Discrimination
- Retaliation
- Wrongful failure to employ or promote

Coverage Summary:

- Limit of Liability: \$[Amount]
- Deductible/Retention: \$[Amount] per claim
- Retroactive Date: [Date]

Please review the attached endorsement document carefully as it contains specific definitions, exclusions, and reporting requirements. This coverage is typically written on a "claims-made" basis, meaning it applies only to claims first made against you during the policy period.

If you have any questions regarding this new coverage or wish to discuss higher limits, please contact your insurance agent at [Agent Phone Number] or [Agent Email Address].

Sincerely,

[Name of Signatory]

[Title]

[Insurance Company/Agency Name]