

[Date]

[Director/Officer Name]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: URGENT NOTICE - Impending Lapse of Directors and Officers (D&O) Liability Insurance

Dear [Name],

Our records indicate that your Directors and Officers (D&O) Liability Insurance Policy, number [Policy Number], is scheduled to expire on [Expiration Date].

As of today, we have not received the necessary renewal application or premium payment required to maintain your coverage. If action is not taken before [Expiration Date], your coverage will lapse.

Please be aware that a lapse in D&O coverage may result in:

- Loss of personal asset protection for directors and officers against legal claims.
- Loss of "Prior Acts" coverage, meaning any future claims for past decisions may not be covered.
- Potential breach of corporate bylaws or contractual obligations requiring active insurance.
- Higher premiums and more restrictive terms when seeking new coverage.

To ensure uninterrupted protection, please submit the required documentation and payment immediately. You can contact [Department/Contact Person] at [Phone Number] or [Email Address] to complete the renewal process.

If you have already sent your renewal materials, please disregard this notice.

Sincerely,

[Your Name]

[Your Title]

[Company/Brokerage Name]