

**Date:** [Insert Date]

**To:** [Director/Officer Name]

**Position:** [Job Title]

**Company:** [Company Name]

**Subject: OFFICIAL WARNING: Lapse in Directors and Officers (D&O) Liability Insurance**

Dear [Recipient Name],

This letter serves as an official formal warning regarding the expiration and subsequent lapse of the Company's Directors and Officers (D&O) Liability Insurance policy, effective as of [Date of Lapse].

Our records indicate that despite previous notifications, the policy has not been renewed. A lapse in D&O coverage creates significant financial and legal exposure for both the organization and you personally. Without this coverage, personal assets may be at risk in the event of lawsuits alleging wrongful acts, negligence, or breach of fiduciary duty.

**Required Actions:**

- Immediate reinstatement or renewal of the D&O policy.
- Provision of the updated Certificate of Insurance (COI) to the [Legal/Compliance Department].
- A written explanation regarding the cause of the oversight to be presented to the Board.

Please be advised that failure to rectify this situation by [Deadline Date] may result in further administrative action, including potential suspension of certain corporate authorities to protect the interests of the Company and its stakeholders.

Please contact [Name/Department] immediately at [Phone Number/Email] to confirm that the renewal process has been initiated.

Sincerely,

[Signature]

[Name of Sender]

[Title/Position]

[Company Name]