

URGENT: NOTICE OF IMPENDING COVERAGE LAPSE

Date: [Insert Date]

To: The Board of Directors and Executive Officers
Company Name: [Insert Company Name]

Subject: Formal Warning regarding Directors and Officers (D&O) Liability Insurance

Dear Board Members and Officers,

This letter serves as a formal notification that your current Directors and Officers (D&O) Liability Insurance policy, Policy Number [Insert Policy Number], is scheduled to expire on **[Insert Expiration Date]**.

As of this date, we have not received the necessary renewal application or premium payment required to maintain continuous coverage. A lapse in this policy would leave the personal assets of the individual directors and officers at risk in the event of legal action alleging wrongful acts, errors, or omissions in the management of the company.

To avoid a gap in coverage, please ensure the following actions are completed by [Insert Deadline Date]:

- Submit the signed renewal application form.
- Provide updated financial statements for the current fiscal year.
- Remit the total premium amount of [Insert Amount].

Failure to renew this policy prior to the expiration date will result in the immediate termination of coverage, including the loss of "Prior Acts" protection for historical decisions made during the policy period.

Please contact [Insert Name/Department] at [Insert Phone Number/Email] immediately to confirm your intent to renew or to discuss any changes in your risk profile.

Sincerely,

[Your Name]
[Your Title]
[Insurance Agency/Risk Management Department]