

[Date]

[Director/Officer Name]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Renewal Notice - Directors and Officers (D&O) Liability Insurance

Dear [Name],

This letter serves as a formal notification that your Directors and Officers Liability Insurance Policy (Policy Number: [Policy Number]) is scheduled to expire on [Expiration Date].

To ensure continuous protection for the company's leadership against potential claims and legal actions, we recommend initiating the renewal process immediately. Maintaining uninterrupted coverage is critical to safeguarding personal assets and corporate resources.

Renewal Details:

- **Current Insurer:** [Insurance Company Name]
- **Expiration Date:** [Date]
- **Renewal Deadline:** [Date]

In order to provide a renewal quotation, please provide the following updated documentation by [Date]:

- Completed and signed Renewal Application form.
- Latest audited Financial Statements.
- Notice of any changes in board composition or significant corporate transactions.

If there have been any material changes to the company's risk profile or if you are aware of any circumstances that may give rise to a claim, please notify us immediately as this may impact your renewal terms.

Please contact [Contact Name] at [Phone Number] or [Email Address] to discuss your renewal options or to submit your documentation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]