

[Date]

[Director/Officer Name]

[Organization Name]

[Address Line 1]

[Address Line 2]

**RE: Confirmation of Directors and Officers (D&O) Liability Insurance Coverage**

Dear [Name],

This letter serves to formally confirm that the Directors and Officers Liability Insurance policy for [Organization Name] has been issued and is now in effect.

**Policy Summary:**

- **Insurance Carrier:** [Carrier Name]
- **Policy Number:** [Policy Number]
- **Policy Period:** [Start Date] to [End Date]
- **Limit of Liability:** \$[Amount]
- **Retention/Deductible:** \$[Amount]

This policy provides protection for the directors, officers, and the organization itself against claims arising from "wrongful acts" in the management of the entity, including decisions related to governance, employment practices, and fiduciary duties.

Please find the full policy document and summary of benefits attached for your records. It is important to review the "Exclusions" and "Reporting Requirements" sections to ensure compliance with the terms of the coverage.

In the event of a potential claim or any circumstance that may give rise to a claim, please contact [Contact Name/Department] immediately at [Phone Number/Email].

Thank you for your continued service to [Organization Name].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Organization Name]