

[Company Header/Logo]

[Date]

[Policyholder Name]

[Title]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Welcome - Directors and Officers (D&O) Liability Insurance Policy

Dear [Name],

Thank you for choosing [Insurance Company Name] for your Directors and Officers Liability coverage. We are pleased to welcome you as a policyholder.

This policy is designed to protect your leadership team against claims arising from decisions and actions taken within the scope of their regular duties. Enclosed you will find your policy documents, including:

- Policy Declarations Page
- Schedule of Coverage and Limits
- Claim Reporting Procedures
- Contact Information for your Account Manager

Policy Details:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]

Please review these documents carefully to ensure the information is accurate. If you have any questions or need to make adjustments to your coverage, please contact your agent at [Phone Number] or [Email Address].

We look forward to a successful partnership and to providing you with the protection your organization deserves.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Insurance Company Name]