

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Welcome to Your Employment Practices Liability (EPL) Insurance Policy

Dear [Policyholder Name],

Welcome to [Insurance Company Name]. We are pleased to provide you with your Employment Practices Liability (EPL) insurance policy, number [Policy Number].

This policy is designed to protect your organization against claims brought by employees or third parties alleging wrongful acts such as discrimination, harassment, wrongful termination, and other employment-related issues.

Your Policy Package Includes:

- Declarations Page (Summary of coverage limits and deductibles)
- Policy Form and Endorsements
- Instructions for reporting a claim
- Access to Risk Management Tools

Reporting a Claim or Circumstance:

In the event of a potential claim or an administrative charge (such as an EEOC notice), please notify us immediately at [Phone Number] or [Email Address]. Prompt reporting is essential to ensure coverage under your policy terms.

Exclusive Policyholder Resources:

As a policyholder, you have access to our risk management portal, which includes sample employee handbooks, training modules, and legal updates. You can access these at [Website URL] using your policy number.

Please review your policy documents carefully. If you have any questions or require modifications to your coverage, contact your broker, [Broker Name], at [Broker Phone Number].

Thank you for choosing [Insurance Company Name] for your professional protection.

Sincerely,

[Name/Signature]

[Title]

[Insurance Company Name]