[Date]

[Director/Officer Name]
[Company Name]
[Address Line 1]
[Address Line 2]

RE: Notice of Premium Payment - Directors and Officers (D&O) Liability Insurance Renewal

Policy Number: [Policy Number]
Renewal Period: [Start Date] to [End Date]

Dear [Name],

This letter serves as a formal notice regarding the renewal of your Directors and Officers (D&O) Liability Insurance policy. To ensure uninterrupted coverage for the upcoming term, the renewal premium must be paid by the due date indicated below.

Renewal Summary:

- **Insurance Carrier:** [Carrier Name]
- **Limit of Liability:** [Currency Amount]
- **Renewal Premium:** [Currency Amount]
- **Taxes/Fees:** [Currency Amount]
- **Total Amount Due:** [Total Amount]
- **Payment Due Date:** [Date]

Please remit payment via [Payment Method: Wire Transfer/Check/Online Portal]. Failure to receive payment by the due date may result in a lapse of coverage, potentially exposing directors and officers to personal liability for claims made during that period.

If you have already submitted payment, please disregard this notice. If you have questions regarding the renewal terms or the invoice, please contact [Contact Name] at [Phone Number] or [Email].

Sincerely,

[Your Name/Signature]
[Title]
[Company/Brokerage Name]