[Date]

[Insured Name]
[Address Line 1]
[Address Line 2]

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

Dear [Name of Contact Person or Board of Directors],

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

To ensure continuous coverage and protection for your organization's directors and officers against potential claims, we have prepared the renewal terms for the upcoming period: [Renewal Period Start Date] to [Renewal Period End Date].

Renewal Payment Details:

- **Renewal Premium Amount:** $[Amount]
- **Payment Due Date:** [Date]
- **Policy Period:** [Start Date] - [End Date]

Please review the attached renewal quote and summary of coverage. If there have been any material changes to your business operations, financial status, or board composition over the past year, please notify us immediately as this may impact your premium or coverage terms.

To process your renewal, please submit payment by the due date mentioned above. Payments can be made via [Payment Method: Online Portal/Check/Wire Transfer].

Failure to provide payment by the expiration date may result in a lapse of coverage. If you have any questions or wish to discuss your coverage options, please contact [Agent Name] at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Department]
[Company Name]