URGENT: FINAL RENEWAL NOTICE

Date: [Insert Date]

To: [Insert Director/Officer Name or Company Name]
Attn: Board of Directors / Management

Subject: FINAL REMINDER: Renewal Payment for Directors and Officers (D&O) Liability Insurance

Dear [Insert Name],

Our records indicate that we have not yet received the renewal premium for your Directors and Officers (D&O) Liability Insurance policy, number [Insert Policy Number].

Your current coverage is scheduled to expire on **[Insert Expiration Date]**. To ensure uninterrupted protection for your personal assets and the company's leadership, payment must be processed immediately.

Payment Details:
Policy Period: [Insert Start Date] to [Insert End Date]
Total Premium Due: [Insert Amount]
Payment Due Date: [Insert Date]

Failure to remit payment by the expiration date will result in a lapse in coverage. Please be advised that D&O policies are typically "claims-made" forms; a lapse in coverage may result in the loss of protection for any wrongful acts committed prior to the lapse.

If payment has already been sent, please disregard this notice. Otherwise, please contact our billing department at [Insert Phone Number] or visit [Insert Payment Link] to settle the balance.

Sincerely,

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