[Date]

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

Subject: NOTICE OF UPCOMING DIRECTORS AND OFFICERS (D&O) POLICY RENEWAL AND PAYMENT

Dear [Name],

This letter serves as a formal notice regarding the upcoming renewal of your Directors and Officers (D&O) Liability Insurance policy.

Policy Details:
Policy Number: [Policy Number]
Expiration Date: [Expiry Date]
Renewal Period: [Start Date] to [End Date]

Payment Information:
Renewal Premium Amount: [Amount]
Payment Due Date: [Due Date]

To ensure uninterrupted coverage and protect the leadership team against potential liabilities, please ensure that payment is processed by the due date mentioned above. Failure to remit payment may result in a lapse of coverage.

Payment Methods:
- [Method 1: e.g., Online Portal Link]
- [Method 2: e.g., Bank Wire Transfer Details]
- [Method 3: e.g., Check payable to...]

If there have been any material changes to the company's operations, financial standing, or board structure over the past year, please notify us immediately as these may affect your coverage terms.

Please contact [Contact Name] at [Phone Number] or [Email Address] if you have any questions or require updated policy documentation.

Sincerely,

[Your Name]
[Your Title]
[Department/Company Name]