

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

RE: Delivery of New Directors and Officers (D&O) Liability Policy

Dear [Client Name],

Enclosed please find the original policy document for your new Directors and Officers Liability coverage. We recommend that you review this document carefully and keep it in a secure location.

Policy Information:

- **Insurance Carrier:** [Carrier Name]
- **Policy Number:** [Policy Number]
- **Policy Period:** [Start Date] to [End Date]
- **Total Limit of Liability:** [Limit Amount]
- **Retention/Deductible:** [Retention Amount]

This policy is designed to protect your organization's leaders against claims arising from their decisions and actions taken while managing the company. Please note that this is a "Claims-Made" policy, which means coverage applies to claims first made against you and reported to the insurer during the policy period.

Important Reminders:

Should you become aware of any circumstance that may lead to a claim, or if a formal demand is made against an insured person or the entity, please contact our office immediately. Failure to report a claim or potential claim within the required timeframe may result in a denial of coverage.

If any changes occur within your management structure or business operations during the year, please notify us so we can ensure your coverage remains accurate.

Thank you for choosing [Agency Name] for your executive liability needs. If you have any questions regarding your coverage or the terms of this policy, please do not hesitate to contact me directly.

Sincerely,

[Agent Name]
[Agent Title]
[Agency Name]
[Phone Number]
[Email Address]