

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Delivery of Renewal Directors and Officers (D&O) Liability Insurance Policy

Dear [Contact Person Name],

We are pleased to enclose the renewal documents for your Directors and Officers Liability Insurance policy for the upcoming period of [Start Date] to [End Date].

**Policy Details:**

- **Insurer:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Limit of Liability:** [Limit Amount]
- **Retention/Deductible:** [Deductible Amount]

Please review the attached policy carefully to ensure that all coverage terms, limits, and endorsements align with your expectations. We specifically draw your attention to the following sections:

- Declarations Page
- Policy Exclusions
- Reporting Requirements for Claims or Circumstances

It is important to remember that D&O policies are typically written on a "claims-made" basis. This means that any potential claim or circumstance that may lead to a claim must be reported to the insurer during the active policy period.

If you have any questions regarding your coverage or if any changes are required, please contact our office at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]