

[Date]

[Recipient Name]

[Title]

[Non-Profit Organization Name]

[Address Line 1]

[Address Line 2]

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

Dear [Recipient Name],

Enclosed please find the Directors and Officers Liability insurance policy for [Non-Profit Organization Name].

Policy Details:

- **Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Policy Period:** [Start Date] to [End Date]
- **Limit of Liability:** [Dollar Amount]

This policy is designed to protect the personal assets of your directors, officers, and the organization itself against claims arising from "wrongful acts" in the management of the entity. We recommend that all board members be made aware of this coverage and its specific requirements.

Please review the enclosed documents carefully, paying close attention to the Exclusions and Reporting Provisions sections. Most D&O policies are written on a "Claims-Made" basis, meaning any potential claim or circumstance must be reported to the carrier during the active policy period.

Please store this document in a secure location. If you have any questions regarding your coverage or need to report a potential claim, please contact our office immediately at [Phone Number] or [Email Address].

Thank you for allowing us to serve your organization's insurance needs.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]