

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

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

Dear [Client Name],

We are pleased to provide the enclosed Directors and Officers Liability Insurance policy for [Company Name].

Policy Details:

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

Please review the policy documents carefully to ensure all terms and conditions align with your requirements. We specifically draw your attention to the reporting requirements; 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.

If you identify any discrepancies or have questions regarding the coverage, please contact our office immediately.

Thank you for choosing [Agency Name] for your corporate insurance needs.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

Enclosure: Insurance Policy