

[Date]

[Director/Officer Name]

[Company Name]

[Address Line 1]

[Address Line 2]

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

Dear [Name],

We are pleased to provide the enclosed Directors and Officers Liability Insurance Policy for [Company Name]. This policy has been placed with [Insurance Company Name] for the period effective from [Start Date] to [End Date].

This policy is designed to protect the personal assets of directors and officers against losses arising from "wrongful acts" conducted in their capacity as corporate leaders. It also provides reimbursement to the corporation for its indemnification obligations to its directors and officers.

Policy Details:

- **Policy Number:** [Number]
- **Limit of Liability:** \$[Amount]
- **Retention/Deductible:** \$[Amount]

Please review the enclosed General Terms and Conditions, as well as the Declarations page, to ensure the coverage meets your requirements. We specifically draw your attention to the reporting requirements; most D&O policies are "Claims-Made" forms, meaning any potential claim or circumstance must be reported to the carrier within the current policy period.

Please keep this document in a secure location. If you have any questions regarding the scope of coverage or the specific exclusions listed in the policy, do not hesitate to contact our office.

Sincerely,

[Your Name]

[Your Title]

[Agency/Brokerage Name]

Enclosure: Policy [Number]