

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address Line 1]

[Address Line 2]

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

Dear [Recipient Name],

We are pleased to enclose the formal policy documentation for your Comprehensive Directors and Officers Liability Insurance. Please review these documents carefully to ensure all details align with your expectations and coverage requirements.

Policy Summary:

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

This policy provides essential protection for the directors and officers of [Company Name] against personal liability arising from "wrongful acts" in their capacities as corporate leaders. It also includes company reimbursement coverage and, where applicable, entity coverage for securities claims.

Key Actions Required:

1. Verify that the named insured entities and subsidiary listings are correct.
2. Review the "Exclusions" and "Conditions" sections to understand the scope of coverage.
3. Note the mandatory claim reporting procedures to ensure coverage remains valid in the event of a potential loss.

Please store this document in a secure location. If you have any questions regarding the terms, conditions, or any endorsements attached to this policy, please do not hesitate to contact our office.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Brokerage/Agency Name]

Enclosure: [Policy Number] Documentation