

Subject: Delivery of Directors and Officers (D&O) Liability Insurance Policy - [Policy Number]

Dear [Name of Recipient/Board of Directors],

We are pleased to provide the digital copy of your Directors and Officers (D&O) Liability Insurance Policy for the period of [Effective Date] to [Expiration Date].

Policy Details:

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

Please download and review the attached policy documents carefully. We recommend paying particular attention to the "Exclusions" and "Reporting Requirements" sections to ensure full compliance with the terms of your coverage.

Claim Reporting:

In the event of a claim, or if you become aware of a circumstance that may lead to a claim, please notify us immediately at [Claims Email Address] or call [Phone Number]. Most D&O policies require reporting as soon as practicable.

Please acknowledge receipt of this email and confirm that the digital documents have been successfully downloaded for your corporate records.

If you have any questions regarding your coverage or require any amendments, please do not hesitate to contact our office.

Best regards,

[Your Name]

[Your Title]

[Company Name]