

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address Line 1]

[Address Line 2]

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

Policy Number: [Policy Number]

Policy Period: [Start Date] to [End Date]

Dear [Recipient Name],

Enclosed please find the hardcopy of your Directors and Officers Liability Insurance policy for the upcoming term. We recommend that this document be kept in a secure location along with your other corporate governance records.

Please review the policy documentation carefully to ensure that all coverage limits, retentions, and endorsements accurately reflect the terms agreed upon during the placement process. Pay particular attention to any "Notice of Claim" provisions to ensure compliance with reporting requirements in the event of a potential loss.

Should you have any questions regarding the scope of coverage or if you require any amendments, please do not hesitate to contact our office.

Thank you for the opportunity to serve your insurance needs.

Sincerely,

[Sender Name]

[Sender Title]

[Brokerage/Agency Name]

Enclosure: [Policy Number] Original Document