

[Date]

[Director/Officer Name]

[Startup Name]

[Company Address]

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

Dear [Name],

We are pleased to provide the formal documentation for your startup's Directors and Officers (D&O) Liability Insurance Policy. This policy is designed to protect the personal assets of the company's leadership and the entity itself against claims arising from management decisions.

Policy Summary:

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

Please find the following documents attached for your records:

1. Policy Declarations Page
2. Full Policy Wording and Endorsements
3. Claim Reporting Instructions
4. Premium Invoice

We recommend that you review the "Exclusions" and "Notice of Claim" sections carefully. In the event of a potential claim, investigation, or legal summons, please notify us immediately to ensure coverage is maintained.

If you have any questions regarding your coverage or need to update your company information, please contact [Broker Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]