

[Date]

[Name of Recipient]

[Title]

[Company Name]

[Address]

[City, State, Zip]

RE: Executive Board Directors and Officers (D&O) Liability Insurance Policy

Dear [Recipient Name],

We are pleased to formally deliver the Directors and Officers Liability Insurance policy for [Company Name]. Please find the enclosed policy documents for your records.

Policy Details:

- **Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Policy Period:** [Effective Date] to [Expiration Date]
- **Limit of Liability:** [Dollar Amount]
- **Retention/Deductible:** [Dollar Amount]

This policy provides essential protection for the directors and officers of your organization against claims arising from their decisions and actions taken in their official capacities. We recommend that you review the "Exclusions" and "Notice of Claim" sections specifically to ensure full compliance with the policy terms.

Please store these documents in a secure location. In the event of a potential claim or circumstance that may lead to a claim, please notify our office immediately to ensure timely reporting to the carrier.

Thank you for the opportunity to serve your insurance needs. If you have any questions regarding your coverage, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]