

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address Line 1]

[Address Line 2]

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

Dear [Recipient Name],

Please find enclosed the amended Directors and Officers Liability Policy for [Company Name], effective for the period [Start Date] to [End Date].

This document reflects the recent updates and endorsements discussed, specifically regarding [Briefly mention change, e.g., increased limits / updated entity coverage / revised exclusions]. These amendments have been incorporated to ensure your coverage remains aligned with your current risk profile and corporate requirements.

We recommend that this policy and the accompanying endorsements be reviewed by your legal counsel or risk management department. Please store these documents in a secure location as they are essential to your corporate governance and protection framework.

Should you have any questions regarding these amendments or require further clarification on the terms and conditions, please do not hesitate to contact our office.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Brokerage Name]

Enclosure: Amended Policy Number [Policy Number]