

[Date]

[Insured Name]

[Address Line 1]

[City, State, Zip Code]

Re: Delivery of Short-Term Directors and Officers (D&O) Liability Policy

Dear [Contact Name],

We are pleased to provide the enclosed Short-Term Directors and Officers Liability Insurance policy for [Company Name].

Policy Details:

- **Policy Number:** [Policy Number]
- **Carrier:** [Insurance Company Name]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Limit of Liability:** [Amount]

Please review the policy documents carefully to ensure all information is correct. This short-term policy is designed to provide coverage for the specific period or project indicated above. It is essential to note any reporting requirements for potential claims as outlined in the "Notice" section of your policy.

If any changes are required or if you have questions regarding the scope of coverage, please contact our office immediately.

Thank you for choosing [Agency Name] for your professional liability needs.

Sincerely,

[Agent Name]

[Title]

[Agency Name]

Enclosure: Policy Documents