

Subject: Urgent: Upcoming Renewal of Your Employment Practices Liability Insurance (EPLI)

Dear [Client Name],

Your Employment Practices Liability Insurance (EPLI) policy, number [Policy Number], is scheduled to expire on [Expiration Date].

In today's legal environment, employment-related claims regarding wrongful termination, discrimination, and sexual harassment are increasing. To ensure your business remains protected, we must begin the renewal process immediately.

To provide you with the most competitive terms and updated coverage, please complete the following steps:

- Review the attached renewal application.
- Provide an updated count of your current employees (full-time, part-time, and seasonal).
- Update us on any changes to your employee handbook or HR procedures.
- Disclose any pending or threatened employment-related legal actions.

Please return the completed documents to our office by [Due Date] to avoid any lapse in coverage. Once received, we will market your account to our carrier partners to secure the best possible rates for the upcoming term.

If you have any questions regarding your current coverage limits or potential enhancements, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]  
[Agency Name]