

Date: [Insert Date]

To: [Client Name/Contact Person]

[Company Name]

[Address]

Subject: RENEWAL REMINDER: Employment Practices Liability Insurance (EPLI)

Dear [Name],

This letter serves as a reminder that your Employment Practices Liability Insurance (EPLI) policy, [Policy Number], is scheduled to expire on [Expiration Date].

To ensure continuous coverage for claims related to employment-related lawsuits-including wrongful termination, discrimination, and sexual harassment-we recommend starting the renewal process immediately.

Next Steps:

- Review your current employee headcount and payroll figures.
- Complete the attached renewal application.
- Notify us of any significant changes to your HR policies or legal history over the past year.

Please submit the updated documentation by [Due Date] to avoid any lapse in coverage. If you would like to review your current limits or explore different deductible options, please contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]