

Date: [Insert Date]

To: [Insert Contact Name]
[Insert Company Name]
[Insert Address]

Subject: SECOND REMINDER: Important Offer Regarding Employment Practices Liability Insurance (EPLI)

Dear [Insert Name],

This is a second follow-up regarding our previous correspondence dated [Insert Date of First Letter] concerning Employment Practices Liability Insurance (EPLI) for [Insert Company Name]. To date, we have not received your instructions regarding this coverage.

As a reminder, standard General Liability policies typically do not cover claims resulting from employment-related acts. EPLI is designed to protect your business against allegations of:

- Sexual harassment
- Discrimination
- Wrongful termination
- Retaliation
- Breach of employment contract

The cost of legal defense for these types of claims can be significant, regardless of whether the allegations have merit. We strongly recommend that you review your current exposures and consider adding this protection to your insurance portfolio.

Action Required:

Please contact our office at [Insert Phone Number] or reply to this email by [Insert Deadline Date] to discuss a quote or to formally decline this coverage. If you choose to decline, we will require a signed waiver for our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Your Name]
[Insert Your Title]
[Insert Agency Name]