

VERSION 1

Dear [NAME],

The team and I are excited to share an upcoming enhancement to our business and your accounts. In the coming weeks, we will be expanding our relationship with [FIRM NAME] to provide specialized services designed to address your specific goals & objectives through the [FIRM NAME] Team. Moving forward, the [FIRM NAME] Team will provide service and advice for your investment accounts where you will have access to a centralized team of experienced financial advisors, industry specialists, and best-in-class financial tools.

You trusted us with the responsibility to ensure your financial needs are consistently being met, and thus, this is another example of us holding to that agreement as we place a high degree of trust and confidence in the [FIRM NAME] Team who is ready to take over as your new team and partner in the pursuit of the financial goals most important to you.

This change will have very little impact on your account(s); however, I want to make sure you're aware of the following:

- Your account number(s) and convenient digital access will not change
- Your investment portfolio will remain the same and will serve as a launch point for your early discussions with the [FIRM NAME] team on where you are at, financially, and where you would like to be
- You'll continue to receive your regular statement(s) from [FIRM NAME], only without my name and logo

I am confident in the advisors on the [FIRM NAME] team's ability to provide you with dedicated service and innovative financial advice. They have the talent, technology, and resources dedicated to ensuring clients, like you, have continued and long-term access to personalized financial guidance and support. In selling a portion of my practice to the [FIRM NAME] team, I received compensation, but did so with careful consideration of your best interest.

Soon, the [FIRM NAME] team will contact you to introduce themselves, their services, and to find out more about you and your needs.

Sincerely,
[NAME]