



## UNCOVER REFERRALS & OPPORTUNITIES **SAMPLE LETTER**

Handout

### SAMPLE LETTER |

This letter should be reviewed and approved by your firm's compliance department and printed on your firm's letterhead prior to use.

Date  
Name/Address

Dear Mrs. Smith,

In my financial practice I strive to help my clients achieve their financial, professional and personal goals. In order to provide the highest level of service to my most valued clients, and to be sure we are on target to meet both your year-end and long-term financial goals, I would like to schedule a *(tax-time update or annual client)* review with you within the next few weeks.

The review will give us an opportunity to discuss any changes in your financial situation, prepare for your planning with your tax advisor and review your investments and retirement plan. I will contact you next week to schedule our review meeting. In the meantime, please consider any financial questions or life-changing events that we should discuss. It would also be helpful if you would gather any financial information that you would like included in the review, such as your tax returns or statements from retirement investments not managed by our firm.

I value you as one of my most important clients and look forward to meeting with you for our review.

Best regards,

(signature)

Advisor's Name

Title

#### Sample Meeting Agenda

##### **Mrs. Smith's Financial Review Agenda**

Date and Time

- Update on Family, Financial Plan and Investments
- Retirement Rollover Review—review plans and beneficiaries
- Questions

*Reminder: Bring all financial statements to the meeting.*

**Client Review Action Plan for** \_\_\_\_\_

CPA \_\_\_\_\_ Attorney \_\_\_\_\_ Insurance Agent \_\_\_\_\_ Realtor \_\_\_\_\_

**Referrals:** Identify two family or friends to follow-up with:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Financial Solution	Information	Next Step	Due Date	Completed
<b>Verify Family Information</b>				
<ul style="list-style-type: none"> <li>• Address, phone numbers, birthdays/anniversary</li> <li>• Life changing events</li> </ul>				
<b>Investment Review and Planning (Beneficiary Audit)</b>				
<ul style="list-style-type: none"> <li>• Verify assets and liabilities - recalculate net worth and review their tax returns</li> <li>• Goals and investment review</li> <li>• Mortgages</li> <li>• Performance assessment, risk tolerance and asset allocation</li> <li>• Tax strategies and investment implications</li> <li>• Review insurance coverage</li> <li>• Update all beneficiary designations on retirement plans, life insurance policies, etc.</li> </ul>				
<b>Verify Income</b>				
<ul style="list-style-type: none"> <li>• Current salary, 401(k) contributions, real estate holdings</li> </ul>				
<b>Retirement Planning</b>				
<ul style="list-style-type: none"> <li>• Savings goal and maximizing contributions</li> <li>• Stock options, 401(k) plans, etc.</li> <li>• Distribution planning (if approaching 70½ and have a minimum distribution plan in place)</li> </ul>				
<b>College Planning</b>				
<ul style="list-style-type: none"> <li>• Goals for children or grandchildren</li> <li>• Review or establish a suitable investment plan (529, Coverdall, UGMA)</li> <li>• Annual investment goal</li> </ul>				
<b>Long-Term Care Planning</b>				
<ul style="list-style-type: none"> <li>• Review the family needs and LTC insurance</li> </ul>				
<b>Debt Management</b>				
<ul style="list-style-type: none"> <li>• Evaluate interest rate on home loans and refinancing</li> <li>• Review credit card rates and debt</li> </ul>				
<b>Estate Planning</b>				
<ul style="list-style-type: none"> <li>• Be sure clients have a reputable tax advisor and estate planning attorney</li> <li>• Discuss charitable giving goals and options</li> </ul>				

