

<Date>

<Client Name>

<Address>

Dear <Client Name>,

I wish to advise that \_\_\_\_< Resigned Representative Name>\_\_\_\_ has left Professional Investment Advisory Services Pte Ltd.

I am pleased to inform that I will be advising you in regards to your investment and/or insurance\*\* needs with effect from \_<Date>\_.

***[\*\*Please change according to your authorised financial advisory services]***

Should you decide to have another representative servicing you, please let me know by way of a letter signed off by yourself within 7 days. Otherwise, I will glad to be your servicing representative.

You can contact me at \_<Representative's Mobile No>\_ or \_< Representative's Email Address>\_.

Yours faithfully,

(Signature)

<Representative's Name>

<Designation>