**Mr. B. Builder**

21 Paved driveway

Hedge end

Hampshire

PO5 2SF

**Date**

**RE: Your recommendation letter**

Dear Bob,

I trust you are well. It is with pleasure that I write to provide you with a review of your financial assets.

When we first met you informed me that you were keen to consider the following:

* A summary of your circumstances and likely future requirements
* Information about risk and how we ascertain the most appropriate recommendations for you
* A review of your existing holdings and savings
* A proposal based upon the information you have given us which includes a specific recommendation as to products

Firstly, permit me to explain the nature of this letter, it is intended to act as a guide and reference to my advice to you. While this letter is certainly detailed, it has been written with care to ensure that no stone is left unturned in a thorough examination of your finances. If any element of this letter requires clarification, please contact me at your earliest convenience so that we may review together.

Before providing a more in-depth review of your assets, here is a summary of my financial advice to you contained within this letter:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Provider* | *Policy number* | *Value* |  | *Recommended provider* | *Recommendation* |
| Existing pension | Xyz | £ |  | New provider | Consolidate with your new Aviva personal pension with which you have already transferred your Royal London pension. |

Please see my recommendation here:

INVESTMENT RECOMMENDATION
For: Mr. John Smith
Date: January 19, 2024
EXECUTIVE SUMMARY
Based on your request to transfer your Dynamic Investment Partners plan to Aviva's Aggressive Growth Portfolio, I've analyzed your financial situation and prepared the following recommendation.
CURRENT SITUATION
- Current Plan Value: £450,000 (Dynamic Investment Partners)
- Current Asset Allocation: 65% equities, 30% bonds, 5% cash
- Risk Tolerance: Moderate
- Investment Horizon: 10-15 years
- Age: 58
KEY CONSIDERATIONS
1. Risk Profile Mismatch
⚠️ The requested Aggressive Growth Portfolio (Risk Level 8) exceeds your stated moderate risk tolerance. This portfolio consists of:
- 85% equities
- 5% bonds
- 10% alternatives
- 0% cash
2. Platform Benefits
The Aviva Platform offers:
- Competitive tiered pricing structure:
• 0.25% up to £250,000
• 0.20% £250,000-£500,000
• 0.15% above £500,000
- Comprehensive online management
- Mobile access
- Pension wrapper availability
3. Cost Analysis
Annual costs for £450,000 investment:
- First £250,000 @ 0.25% = £625
- Remaining £200,000 @ 0.20% = £400
Total platform fee: £1,025 p.a.
Plus portfolio management charge: 0.95%
Total annual cost: approximately £5,300
RECOMMENDATION
While I understand your interest in the Aggressive Growth Portfolio, I cannot recommend this transfer as proposed due to:
1. Significant mismatch with your risk profile
2. Age proximity to retirement (65)
3. Current market volatility exposure
Alternative Recommendation:
Consider the Balanced Growth Portfolio which:
- Better aligns with your moderate risk tolerance
- Offers 60% equity exposure (closer to current allocation)
- Provides 35% bonds for stability
- Includes 5% alternatives for diversification
- Has a lower management charge (0.85%)
Implementation Strategy:
If you wish to proceed with Aviva, I recommend:
1. Phased transfer over 3-6 months to manage market timing risk
2. Initial transfer into the Balanced Growth Portfolio
3. Quarterly review of performance and risk alignment
4. Regular rebalancing to maintain target allocation
NEXT STEPS
1. Review this recommendation
2. Schedule a meeting to discuss any concerns
3. If agreeable, prepare transfer documentation
4. Implement phased transition plan
Please note: This recommendation is based on the information provided and current market conditions. Any significant changes to your circumstances should be discussed before proceeding.
Would you like to discuss this recommendation in detail or explore alternative options?
Advisor: Sarah Johnson
ADV456789
sarah.johnson@advisorfirm.com
+1-555-987-6543

It is important to understand the context in which my advice is given, the “big picture” and your long-term view on your investments is paramount, as such here is an overview of your overall finances:

* Protection:
* Investments:
* Cash:
* Retirement

I suggest that once we have completed the work outlined in this letter that we meet again to discuss the outstanding items listed above.

Should you have any further questions, please do contact my office so we may book a time to discuss. My office number is 02 324 23423.

Sincerely yours,

John

**Practice Owner, Automwrite**