**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:

RECOMMENDATION
Based on our analysis of your financial situation and investment objectives, we strongly advise against liquidating your existing pension arrangements to pursue an all-cryptocurrency investment strategy. Here's why:
RISK ASSESSMENT
Your current portfolio demonstrates a balanced approach that aligns with your moderate risk tolerance. The proposed shift to cryptocurrency would represent an extreme deviation from your risk profile and could jeopardize your retirement security. Cryptocurrencies are highly volatile assets with no underlying income generation and limited regulatory protection.
RECOMMENDED ALTERNATIVE STRATEGY
Instead, we recommend:
1. MAINTAIN EXISTING PENSION ARRANGEMENTS
- Keep your £750,000 Guaranteed Plan with Secure Retirement Solutions
- This provides essential stability and guaranteed income for retirement
2. REBALANCE MARKET-BASED PENSION
- Transition your £450,000 market-based plan into the Balanced Growth Portfolio (Risk Level 5)
- Platform: Aviva Platform (0.35% annual platform fee)
- This provides controlled exposure to growth assets while maintaining appropriate risk levels
3. ALTERNATIVE INVESTMENT ALLOCATION
If you wish to explore cryptocurrency investments, we recommend:
- Limit exposure to no more than 5% of your liquid assets (maximum £12,500)
- Use the Transact platform for cryptocurrency exposure
- Consider this as part of your alternative investment allocation, not a replacement for your pension
RISK WARNING
Cryptocurrency investments carry extreme risks including:
- Potential for complete loss of capital
- High volatility
- Limited regulatory protection
- Cybersecurity risks
- Market manipulation risks
The recommended strategy provides opportunities for growth while protecting your core retirement assets. The Balanced Growth Portfolio's 60% equity allocation offers significant growth potential, while the 35% bond allocation provides stability. This aligns with your moderate risk tolerance and 10-15 year investment horizon.
FEE STRUCTURE
- Aviva Platform: 0.35% annual fee
- Balanced Growth Portfolio: 0.75% annual management fee
- Total annual cost: 1.10% of invested assets
We strongly recommend scheduling a detailed review meeting to discuss these recommendations and address any questions about the proposed strategy.

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**