**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
Based on our analysis of your current financial situation and stated intention to transfer your Dynamic Investment Partners plan to Aviva's Aggressive Growth Portfolio, I must highlight several important considerations.
ANALYSIS & CONCERNS
Your current risk tolerance is classified as Moderate, while the Aggressive Growth Portfolio carries a Risk Level 8, which significantly exceeds your risk profile. This misalignment could expose you to volatility levels beyond your comfort zone and potentially compromise your long-term financial objectives.
RECOMMENDATION
Instead of proceeding with the Aggressive Growth Portfolio, I strongly recommend considering the Balanced Growth Portfolio (Risk Level 5) through the Aviva Platform for the following reasons:
1. Risk Alignment: The Balanced Portfolio's Risk Level 5 better matches your moderate risk tolerance while still offering growth potential through its 60% equity allocation
2. Diversification: The portfolio maintains a prudent balance with:
- 60% equities for growth
- 35% bonds for stability
- 5% alternatives for diversification
3. Platform Benefits:
- Seamless transfer process from Dynamic Investment Partners
- Comprehensive pension wrapper options
- Competitive platform fees (0.35% per annum for portfolios over £250,000)
IMPLEMENTATION STRATEGY
Consider a phased transfer approach:
- Initial transfer of 50% of your Dynamic Investment Partners portfolio
- Remaining 50% transferred over 6-12 months to reduce timing risk
FEE STRUCTURE
- Platform fee: 0.35% p.a.
- Portfolio management fee: 0.45% p.a.
- Underlying fund costs: approximately 0.20% p.a.
Total cost: approximately 1.00% p.a.
RISK WARNING
While we understand your interest in the Aggressive Growth Portfolio, proceeding with an investment strategy that exceeds your risk tolerance could lead to:
- Increased portfolio volatility
- Potential emotional stress during market downturns
- Risk of making suboptimal decisions during periods of market stress
Should you wish to proceed with the Aggressive Growth Portfolio despite these considerations, we would require you to acknowledge the increased risk level in writing.
This recommendation is based on the information provided and should be reviewed annually or when your circumstances change significantly.

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**