

Sample Ask for Client Review Letter

Direct Mail Piece for KSI Representative:

Should be used on approved letterhead only.

Approval: Submit this piece on the letterhead on which it will be sent.

(insert date)

(insert client's name and address)

Dear (insert Client's First Name):

To remain up-to-date with your financial goals and expectations for your investment portfolio, we recommend a periodic (yearly, semiannual, quarterly) meeting. This will give us the chance to catch up on changes in your life, review your asset allocation and risk tolerance, discuss the current market conditions and determine if adjustments would be appropriate for your portfolio.

Based on our records, it is time to conduct your review.

Please contact our office to set up a convenient time for a meeting at your home or office. Schedule your appointment by calling (insert phone number). I'd also encourage you to complete the enclosed Client Review Checklist and mail or fax it to me prior to our meeting. Our fax number is (insert fax number).

If you don't feel it is necessary to review your financial plan at this time, please complete the enclosed card and return it to update our records.

As always, we appreciate the confidence you place in us and we hope to work with you toward your financial success for many years to come.

We look forward to meeting with you soon.

Sincerely,

(insert your name)