

Sample Transfer 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.

Dear (insert client's name),

I have recently decided to transfer my securities business to my strategic partner, (insert name of New Representative). Your account will remain under the same brokerage firm, Kovack Securities, Inc., and services to your account will not be interrupted in any way.

Thank you for your understanding and assistance in completing this transition. (insert name of New Representative) would be happy to discuss his/her services as a financial representative with you, and can be reached at (insert phone number). Please don't hesitate to contact him/her with any questions you may have, or to set up a meeting.

Sincerely,

(insert your name and title)