Client Transfer Letter – To External Advisor

*Use this Transfer Letter for clients being realigned to a Financial Advisor outside of your team.*

Date

Name

Address

Address

Address

Dear [Client Salutation]:

Recently, we have made some changes to our practice as it relates to our overall approach to financial planning and wealth management. In making these changes, we recognize our new approach is not well suited for some of our existing clients. Therefore, after careful consideration, we have determined you will be better served by a Financial Advisor whose approach is more suited to your specific investment needs.

Please know that we don’t make these types of changes without careful consideration of how it will impact our practice and our clients. To ensure you have uninterrupted access to a qualified financial professional, we have transferred your account to [New Financial Advisor].

We are confident [New Financial Advisor] will be a valuable resource to assist you in achieving your goals. We have enclosed a copy of [New Advisor]’s biography and business card as a preliminary introduction to them.

[New Financial Advisor] will be calling you shortly to introduce him/herself, set up an appointment to meet with you and discuss any questions that you may have.

We thank you for your trust and confidence over the years and wish you the very best.

Yours truly,

[Your Name]

[Your Title]