(Date)

Dear (Client’s name):

I would like to thank you for allowing me to assist you in finding a solution for your investment needs.

When we met, you indicated that you recently inherited $20,000 from your parents’ estate. You plan to retire in about 15 years and want to kick-start your retirement with a dream vacation. You would like to use your inheritance to pay for it.

We reviewed your CRA Notice of Assessment and determined that you have enough room in both your RRSP and TFSA to make a $20,000 deposit. Each of these plan types allow investment earnings to be tax sheltered. You decided that investing in a TFSA would give you flexibility and easy access to your money when you need it. Although you wanted to invest in the equity market, you didn’t feel comfortable with the risk that goes with investing in mutual funds. We also completed an Investor Profile Questionnaire. It helped us understand your attitude towards risk so we could determine an appropriate investment mix.

Based on our discussions, I recommended that you invest in segregated funds called [name of policy] held within a TFSA. These policies are offered by [name of insurer]. These segregated funds offer 100% death and maturity guarantees. The maturity date is 15 years after the deposit is made. On the maturity date, when you are ready to access cash for your vacation, you are guaranteed to receive the greater of the market value, or 100% of your initial $20,000 investment. Based on your risk profile, your money was deposited into three segregated funds – one medium risk, and two low to medium risk. This gives you exposure to the US and Canadian stock and bond markets. You can invest additional amounts in these funds at any time. You can also switch your investment to other funds in the contract or invest additional amounts in a different fund. You can also access your money at any time; however, doing so may have implications on the guarantees associated with the policy.

This contract has different sales charge options. You selected the no-load option because you wanted full access to your investment at any time without any surrender charges.

Please let me know if any of the above information is incorrect, or if you have any questions about your investment, the policy, or why I recommended it. I have set up a reminder to call you in March to review your policy. At that time, we can look at how your investments are performing, and whether any changes are required to ensure your policy meets your investment goals.

I appreciate your confidence in me and look forward to working with you in the future to ensure that your investment solutions continue to meet your changing needs. If I can be of assistance to you in any other way, please do not hesitate to contact me.

If you know someone who could also benefit from the kind of work I do, I would appreciate it if you would give them my contact information.

Please keep this letter with your policy contract as a reminder of the reasons why you purchased this policy.

John Smith,

Financial Firm Name Inc.

123 Main Street,

Brantford, ON, N2P 3R6

(519) 999-6565