<COMPLIANCE APPROVED LETTER HEAD GOES HERE>

Click or tap to enter a date.

Name

Address

City, State Zip

**NOTICE: IMPORTANT OPERATIONAL CHANGE**

Dear Client,

This letter is to inform you of an operational change we will be making in [Month and Year]. We will be changing our broker-dealer from [broker dealer name A] to [broker dealer name B]. Because of this transition, we need to change the investment firm we use to manage your investment portfolio.

I am happy to share that we have identified a company that meets our requirements - AssetMark, Inc., an independent, third-party advisory firm based in Northern California.

Our new relationship with AssetMark gives us access to investment strategies that can help us work toward meeting your financial goals. AssetMark has a long history of innovation and excellence in helping independent financial advisors meet their clients’ needs.

Working with AssetMark increases the range of investment solutions available to us and includes a range of investment managers from large, well-known firms to small specialized boutiques. This will better enable us to deliver customized investment solutions for you and your unique situation.

I’d like to schedule a convenient time for us to get together and review our suggested changes. I will call you to arrange a meeting.

As always, we remain committed to delivering investment solutions that fit your needs and goals. I look forward to talking with you soon.

Sincerely,

Advisor Name

Title

For Financial Advisor Use with Clients