Dear Obi One,

**Your annual financial review**

**No meeting this year**

Every year we check to see you’re still financially on track. It’s that time again.

Again, this year, despite repeated efforts to set up a meeting, you have been unable to do so. Consequently, we have continued to conduct this review without your input, based on the latest data we have on your file. We have continued to charge you as usual, as we have incurred all the costs related to supporting you as a client.

Please note we are now ***unable*** to confirm your products, funds and investment risk profile remain suitable for your circumstances.

**The information we have relied on for this review**

To help us complete the review adequately, can you please check the following information and let us know if anything has changed substantially;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Our records** | | **Your update** | |
|  | **You** | **Your partner** | **You** | **Your partner** |
| Net annual income |  |  |  |  |
| Savings |  |  |  |  |
| Investments with Cavendish Ware |  |  |  |  |
| Other investments |  |  |  |  |
| Main residence |  |  |  |  |
| Other bricks and mortar |  |  |  |  |
| Other assets |  |  |  |  |
| Life cover |  |  |  |  |
| Your attitude to investment risk |  |  |  |  |

**Investments**

You remain in the balanced portfolio. This is the appropriate portfolio for the risk profiles indicated in the table above. You have received a separate assessment of this portfolio, together with the costs and charges which impact on it. This review confirmed that currently, the funds in the portfolio remain appropriate, given your risk profile.

**Pensions**

We note you have a pension which we service for you. Our records show that you wish these funds to pass to your survivors. If this is no longer the case, please let us know. We will need to help you notify the administrators of your new wishes.

It may be appropriate to make a contrition to your pension. Up to certain limits, this may reduce the income tax you have to pay in a particular tax year, allow the invested fund to roll up tax free, and provide partially tax free distributions. If this interests you, please make contact with the office.

**ISAs**

Every tax year there is a £20,000 “use it or lose it” ISA allowance per person. If you wish to, please let us know and we will facilitate this for you.

**Terms of business**

We enclose our latest terms of business for your records. We draw your attention to the Privacy Policy Statement, which is new. Please read this and the section on data protection in your Terms carefully.

**Charges**

We have not charged you for this review directly. However, we continue to draw an income of 1% of the value of the funds you hold with us (currently ±£100pm). This money goes to support the ongoing research and advice we provide, and the costs of this review are included therein.

**Actions**

* Please contact us at your earliest convenience so that we can continue to support your updated financial needs professionally and accurately.
* It might be that you service we previously agreed was appropriate to your needs, is no longer so. If that is the case, we would like to talk to you as soon as possible to provide a more suitable updated service.

**Future services**

Please note

We will continue to provide services in line with the mandate set out in our terms of business, this year. However, if we are unable to conduct a review next year, we will unfortunately have to terminate services.

We look forward to hearing from you.

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