



Succession Planning

SAMPLE SUCCESSION LETTER

It is important to have an “if something happens to me” letter ready to be sent to your clients. A succession letter is a short document informing your clients you are unable to provide any services to them. In this letter, you should express your appreciation and outline your recommendations to address their needs.

Dear Client:

I prepared this letter in the event of my sudden death. You are special to me, and I want to thank you for your business and give you my thoughts concerning the continuation of the plans we have been implementing to meet your financial needs.

I have identified a person who will be contacting you within the next few days. The person is [Name]. [Name] has been in the business for many years, and is as devoted to [his/her] clients as I have been to you.

We have had many discussions about the process [s/he] will follow. [Name] will be inviting you to meet with [him/her] to review your current plans and what [s/he] would suggest for the future.

Although it will be your decision as to the future of the relationship, I wanted you to have my thoughts and recommended next steps. [Name] is a person I trust completely to care for your financial needs, and I feel you will as well.

Thank you again for the opportunity to work with you.
I wish you only the best.

Sincerely,
[Your Name]

Please abide by your firm's corporate compliance policy regarding the approval and usage of practice management materials. The information provided only summarizes complicated topics and do not constitute financial legal, tax, or other professional advice. Further, the information is not all-inclusive and should not be relied upon as such.

This material is provided courtesy of CNL, a dealer manager of alternative investments. Investing in non-traded alternative investments is not suitable for all investors. CNL products are offered by a prospectus. Before investing, a prospectus should be read carefully. Investors are advised to consider the investment objectives, time horizon, risks, charges and expenses before investing. The prospectus, which contains information about the investment offering, is available at cnlsecurities.com or may be obtained by calling 866-650-0650.

For more practice management tips, please visit cnlsecurities.com
or contact CNL Securities, member FINRA/SIPC, at **866-650-0650**.

CNL Securities
CNL Center at City Commons
450 S. Orange Ave., Suite 1400
Orlando, FL 32801-3336