Dear {Salutation},

As you know, I send you a questionnaire from time to time. As I may have mentioned, the reason is simple: Your needs and wants change over time and I need to make certain I am aware of those changes. This way I can send you information and articles to read that may fit your needs.

In light of recent events, there are several things I need from you.

First, I want to be able to communicate with you as quickly as possible and in as worry-free of a manner as possible. This means: If you have one or more email addresses and one or more fax numbers, please add them to the enclosed questionnaire.

Fortunately, I took steps recently to upgrade my computer system. One of the new things I can do is keep you informed by email or fax, as well as by standard mail. I can also keep track of your address, email, phone number, and fax number wherever you will be. If you have a home and a business email or mailing address, I can now store both of them.

I am committed to giving you the best possible service I can give. But to do this, I need the most accurate information possible. This questionnaire lists some of the information I know about you and requests some information I need.

Finally, you’ll notice at the bottom of the questionnaire, I’ve put in a line for referrals. After all, you may know someone new to the area who isn’t happy with his or her current financial advisor. {Salutation}, there is no better way for a business like mine to grow than through the recommendations of satisfied clients and friends! So, if you think of anyone, I’d be glad to hear about them. Please take a minute, fill out the questionnaire, and send it back to me in the enclosed reply envelope.

Sincerely,

**CONFIDENTIAL QUESTIONNAIRE**

**Please review the following name and address information. If information is missing or not correct, place corrections to the right. Otherwise, continue below.**

Address Name

Company

Address 1

City, State Zip

Best Phone #(Home/Office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retirement Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retirement Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SURVEY INFORMATION**

**Please feel free to use the back of this questionnaire to provide any additional information.**

1. Kindly check off any items that may have occurred recently or are likely to occur in the foreseeable future.

\_\_\_\_ Retirement \_\_\_\_ Downsizing Home \_\_\_\_ CDs Maturing

\_\_\_\_ Job Change/Career Change \_\_\_\_ Other Real Estate Changes \_\_\_\_ Savings Bonds to be cashed

\_\_\_\_ Required Minimum Distribution \_\_\_\_ Status Change (marriage/divorce) \_\_\_\_ Birth of Family Member

\_\_\_\_ College Tuition \_\_\_\_ Family Illness or Parental Care \_\_\_\_ Other (use back of sheet or

 call)

2. Are there any “life changes” (Including a new will) that might benefit from a financial or estate planning review? Use back of sheet to explain or feel free to call to discuss it with us) \_\_\_\_ Yes \_\_\_\_\_ No

3. Please indicate family members (children, grandchildren, etc.) and their information below. (Use back of sheet if necessary.)

**Relationship Full Name Birthdate Mailing Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Kindly indicate any dates away from your primary address along with the mailing address and phone.

**Date(s) From & To Address City, State, Zip Phone**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. So that I am certain to be in touch with you at those times when you’re likely to need investment advice, please list below any funds that you will have available to invest o re-invest:

**Amount Date Due Source of Funds (CDs, gifts, tax-**

**refund, bonds maturely, etc.)**

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REFERRALS: We would like to talk to your friends and family members who may benefit from speaking with us about their current investments, lifestyle, and long-range goals. Indicate their information below.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I appreciate your time and cooperation in helping me in this matter!***