

Portfolio Restructuring Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an upcoming restructuring of our portfolio that will take place effective [Insert Effective Date].

The decision to restructure our portfolio is aimed at enhancing our investment strategy and providing better alignment with our clients' goals. Throughout this process, our priority remains to serve your interests and maintain the quality of our services.

Key changes to expect include:

- Adjustment of asset allocations
- Introduction of new investment opportunities
- Removal of underperforming assets

We believe these changes will position us to capitalize on market opportunities and ultimately benefit our clients. Should you have any questions or require further clarification, please do not hesitate to reach out to your account representative or contact us directly at [Contact Information].

Thank you for your continued trust and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Contact Information]