

# Investment Portfolio Diversification Plan

Dear [Recipient's Name],

As we discussed, creating a diversified investment portfolio is crucial for managing risk and maximizing returns. Below are actionable steps to guide you in this process:

## 1. Assess Your Risk Tolerance

Determine how much risk you are willing to take based on your financial goals and investment timeline.

## 2. Establish Investment Goals

Identify your short-term and long-term financial goals to align your investments accordingly.

## 3. Allocate Funds Across Asset Classes

Consider the following allocations:

- **Stocks:** 60%
- **Bonds:** 30%
- **Real Estate:** 10%

## 4. Choose Specific Investments

Select a mix of individual stocks, mutual funds, and ETFs within each asset class.

## 5. Regularly Review and Rebalance

Set a schedule (e.g., quarterly or annually) to review your portfolio performance and make necessary adjustments.

## 6. Stay Informed

Follow market trends and news to stay ahead of potential changes that could impact your portfolio.

Best Regards,  
[Your Name]