

# Investment Advisor Continuity Plan

Date: [Insert Date]

To: [Client Name]

From: [Your Name, Title]

Subject: Continuity Plan Overview

## 1. Introduction

This document serves as a continuity plan to ensure the ongoing management of your investment portfolio.

## 2. Objectives

- Provide uninterrupted service
- Maintain communication channels
- Protect client assets

## 3. Key Personnel

List of key personnel involved in the investment advisory services.

## 4. Emergency Contact Information

Primary Contact: [Name, Phone, Email]

Secondary Contact: [Name, Phone, Email]

## 5. Continuity Strategies

Outline strategies for service continuity in emergencies.

## 6. Review and Updates

This plan will be reviewed annually and updated as necessary.

## 7. Conclusion

Thank you for your trust in our services. We remain committed to serving your investment needs.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]