# Investment Advisor Succession Readiness Assessment

Date: [Insert Date]

To: [Advisor's Name]

[Advisor's Firm Name]

[Firm Address]

[City, State, Zip Code]

Dear [Advisor's Name],

As part of our ongoing commitment to ensuring the long-term sustainability and success of your practice, we are conducting a Succession Readiness Assessment. This assessment aims to evaluate your current succession plans, identify potential gaps, and provide tailored recommendations to help you prepare for a seamless transition in the future.

## Assessment Objectives:

- Evaluate your current succession plan.
- Identify key personnel and their roles in the transition.
- Assess the financial implications of succession.
- Highlight any potential challenges and create strategies to address them.

We believe that taking proactive steps today will enhance your practice's resilience and facilitate a smooth transition whenever that time may come. Please let us know a convenient time for us to discuss this assessment in further detail.

Thank you for your attention to this important matter. We look forward to supporting you in this process.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Contact Information]