

[Insert on letterhead for Registered Rep. or Broker-Dealer Firm, as the case might be.  
For email delivery and for website text.]

May 31, 2017

Dear Valued Client,

As you know, our industry is subject to many legal, regulatory, and individual financial services firm requirements and procedures. All of those requirements and procedures should have the goal to help us serve our clients effectively and efficiently. Recent regulatory changes might have meaningful impact on documentation and other requirements when we serve clients owning IRA accounts or sponsoring or benefitting from workplace retirement plan accounts. On one or more of these types of accounts, we might serve or will serve you, your household, or an organization where you are a decision maker.

In some cases, these recent regulatory changes might have no impact on the way we serve. In the event that these changes apply to our relationship with you—whether now or at a later date, we want to assure you that we will, at a minimum, meet the standard of care required by these regulatory changes. If those changes require additional documentation for how we serve you now or for how we might serve you in the future, we will forward that additional documentation to you. Some of that additional documentation might require your signature or other modest action or might simply be to provide additional details on appropriateness of or cost and compensation for how we serve. At a minimum, separately from this letter, we will provide additional information about the appropriateness, cost, and compensation associated with the services that we provide you now or might provide you in the future.

Initially, we wish to note that we will serve you impartially. Beyond that, regulations might require that, as to one or more of the ways in which we serve you now or in the future, we must label explicitly ourselves as a “fiduciary.” To allow us to meet that potential obligation, we use this letter to inform you that, unless you inform us otherwise within thirty (30) days from the date of this letter, we shall consider any agreement that we have with you as a signing party to have been changed or shall be changed to reflect that status.

These amendments to any agreements governing our existing relationship with you should not impose any new burdens upon you. The applicable broker-dealer firm, registered investment advisory firm, custodian, and product provider will continue to serve you. No additional total cost should occur. If you wish to discuss any aspect of these amendments to our relationship or wish to withhold your consent, please feel free to contact us or to contact our firm’s Chief Compliance Officer, Ron King, at 919.831.2370. Mr. King or his designee will help address our firm’s compliance and individual registered representative compliance with these regulatory changes.

Sincerely yours,

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[INSERT, as the case might be, Registered Rep. Name or Broker-Dealer Officer Name]