

[Your Name/Entity Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Relationship Manager Name]

[Bank Name]

[Department/Private Banking Division]

[Bank Address]

[City, State, Zip Code]

RE: Formal Advisory Regarding Fiduciary Duty and Fee Transparency

Dear [Relationship Manager Name],

I am writing to you in your capacity as my primary point of contact at [Bank Name] to formally outline my expectations regarding the management of my accounts and the fiduciary standards governing our professional relationship.

As a private banking client, I operate under the understanding that [Bank Name] and its advisors act in a fiduciary capacity. This necessitates that all financial advice, investment strategies, and product recommendations are made solely in my best interest, prioritizing my financial objectives over the bank's internal sales targets or commission structures.

To ensure full transparency and ongoing compliance with these standards, I request a formal disclosure regarding the following items:

- **Fee Structure:** A detailed breakdown of all management fees, performance fees, and administrative charges associated with my portfolio.
- **Conflict of Interest:** Disclosure of any incentives, "soft dollar" arrangements, or commissions received by the bank or its employees for recommending specific proprietary products or third-party funds.
- **Best Execution:** Documentation confirming that all trades and transactions are executed at the most favorable terms available in the market.
- **Risk Assessment:** An updated summary of how the current asset allocation aligns with my stated risk tolerance and long-term liquidity needs.

Please provide a written response acknowledging receipt of this letter and confirming [Bank Name]'s commitment to these fiduciary obligations. I also request a meeting at your earliest convenience to review the transparency of my current holdings.

Thank you for your attention to this matter and for your continued stewardship of my financial interests.

Sincerely,

[Your Signature]

[Your Printed Name]

[Account Number - Optional]