Plan Update - Email Template

**Instructions:**

For Advisors that have access to portals through a planning software or CRM.

* Send first email when it is time to update the clients’ plan and you have created a proposed fee calculator or skip altogether if the fee is the same year to year. Send the second email once the client has agreed to the services and the fee.
* Remove anything in **YELLOW** before sending the email to the client
* Update anything in **BLUE** before sending the email to the client
* Be sure to read through this and customize it to your systems
* Don’t forget to attach the proposed calculator!

**First Email**

Dear, Client & Client:

We would like to thank you for your trust over the past year. We have enjoyed working with you to develop a clear path to help you achieve your financial goals. We hope we have been successful in providing the answers and guidance to make you feel empowered with your money.

As part of our financial planning process, it is now time to schedule a plan update meeting. As initially discussed, this meeting will start Phase Two of your financial planning journey. The annual planning fee will be customized based on your needs for the upcoming 12 months.

At a minimum, we will review the core subjects of your financial plan on an annual basis. *The core* subjects include:

* Overall plan health
* Goal envisioning
* Cash flow planning
* Investment strategy

The updated fee will start with *the core,* plus any additional planning subjects that need attention in the upcoming year.

We have attached a calculator with our proposed fee for the year, but you have the option to make changes based on your current needs.

What we need from you:

* Please review the attached calculator and let us know if any changes are needed
* If you do not wish to make any changes, please still reply to this email indicating no changes are needed

Warm Regards,

**Second Email**

Hello, Client 1 & Client 2:

We are happy to hear that you would like to continue with our financial planning services. Below you will find the guide to prepare for your financial plan update.

**Step-by-step guide to prepare for the plan update meeting**

**Step 1:** Please Confirm payment frequency and method from these options:

* **Frequency options:** Monthly, Quarterly, Lump sum
* **Payment Methods:** ACH, Credit/Debit Card, Check made payable to Financial Institution

Planning Fee: $ Planning Fee

Once I have this information you will receive the following emails:

* **Email from DocuSign**: this email will contain the Consulting Agreement for the services of financial planning.
* **Email from <billing software> (Bluepay, AdvicePay, etc.)**: this email will have the invoice and the link to set up your payment (this is only if you select to pay via ACH, Credit/Debit Card).

**Step 2: What has changed?** Please let us know if there are any changes/updates to your goals, income, expenses, benefits, personal life, etc. Your current goals are listed below for reference.

**\*Copy this from Targeted Scenario in clients’ Financial Plan Summary – screen clipping works well**

|  |  |  |  |
| --- | --- | --- | --- |
| Goal |  | Recommended Scenario  | Changes/Comments |
|  |  |  |  |  |  |
|  |  |  | *Semi-retire at 56/50* |  |
|  |  |  |  |  |  |
| Retirement Age |  | **57/53** |  |
|  |  |  |  |
| Retirement Spending |  | **$90,000** |  |
|  |  |  |  |
| Travel Budget |  | **$20,000/year** |  |
|  |  |  |  |
| College Funding |  | **$27,000/year** |  |
|  |  |  |  |
| Down-size |  | **$425,000** |  |
|  |  |  |  |
| Social Security Incl |  | **100%** |  |
|  |  |  |  |
| LTC Policy |  | **No** |  |
|  |  |  |  |  |  |

**Step 3:** Refresh connections in [Your](https://wealth.emaplan.com/ema/SignIn?ema%2flpl%2ftrailwisefp) Personal Planning Website and link new accounts (delete if not applicable)

 **Username:** your email address

 **Password:** Please let us know if you need us to reset your password

**Step 4:**Review Action Plan and OneTrak – confirm any tasks completed with advisor

**Step 5:** Upload the following documents to the Shared Documents in the Vault in [Your](https://wealth.emaplan.com/ema/SignIn?ema%2flpl%2ftrailwisefp) Personal Planning Website

* Most recently completed tax returns
* Most recent pay stubs
* Most recent retirement plan statement (if unable to link or if the retirement plan has changed)
* Updated employee benefits
* Any other pertinent information for your plan update

**Step 6:** Schedule the Plan Update meeting

Once the above steps are complete, please use the following link to schedule the **Plan Update** meeting:

* Update with link or other directions to schedule a new meeting

Please let me know if you have any questions. I will be happy to assist.

Thank you and have a great rest of your day!