

## Disclosure

This sample cover letter that can be used with your investment adviser's Form ADV disclosure brochure and Privacy Policy Notice annual delivery has not been customized to your investment adviser's business model, the specific investment advisory rules of your investment adviser's securities regulator, or your investment adviser's written supervisory procedures and code of ethics. This sample cover letter for ADV delivery may not be applicable or appropriate for your investment adviser.

Due to changes of investment adviser laws and rules, this sample cover letter for the Form ADV disclosure brochure and Privacy Policy Notice annual delivery may become outdated and need to be updated or discontinued.

This sample cover letter for the Form ADV disclosure brochure and Privacy Policy Notice annual delivery is not a substitute for retaining a compliance professional to advise and assist you regarding your investment adviser's compliance program and the delivery requirements relating to the Form ADV disclosure brochure.

Unless otherwise agreed to in writing, you understand that RIA Compliance Consultants, Inc. is not responsible for: customizing this sample cover letter for your investment adviser's Form ADV disclosure brochure and Privacy Policy Notice annual delivery; implementing the use of this sample cover letter for your investment adviser's Form ADV disclosure brochure and Privacy Policy Notice annual delivery; updating this sample cover letter for your investment adviser's Form ADV disclosure brochure and Privacy Policy Notice annual delivery; preparing or updating your investment adviser's written supervisory procedures or code of ethics regarding your investment adviser's Form ADV disclosure brochure and Privacy Policy Notice annual delivery; or notifying you of changes to the investment adviser laws and rules regarding the Form ADV disclosure brochure and Privacy Policy Notice annual delivery requirements.

*Print on firm's letterhead*

*Date*

*Client Name*

*Client Street Address*

*Client City, State, Zip Code*

Re: Annual Disclosures

Dear *Client Name*,

*Firm Name* is required to provide certain disclosure information to each of our clients on an annual basis. Pursuant to meeting our disclosure requirements, the purpose of this letter is to notify you of any material changes to our Form ADV Part 2A Disclosure Brochure (“Disclosure Brochure”) since the last annual update of that Disclosure Brochure and to notify you that a complete copy of our Disclosure Brochure is available upon request. If you would like a current copy of the Disclosure Brochure, you may contact us at our website address (*if available*), via e-mail address (*if available*), or at telephone number XXX-XXX-XXXX. Please note that you may obtain information about our firm and our individual investment adviser representatives at the Investment Adviser Public Disclosure (IAPD) website address (<http://www.adviserinfo.sec.gov/>).

The Disclosure Brochure provides information about our firm, including a description of our programs, fees, conflicts of interests, and other business activities. We last provided you with a copy of our Disclosure Brochure in [*Insert Month*] 2011. Since that time, the [*only*] material change[s] to the Disclosure Brochure was/include [*insert description of material change(s)*].

Enclosed please also find a copy of our firm’s Privacy Policy Notice, which describes our commitment to protecting the privacy of our clients’ confidential information.

You are welcome to contact me if you have any questions regarding our annual disclosure information provided with this letter. (*This can be revised to provide a contact name and phone number for someone at your firm, other than the party that signs the letter, who will be assigned to handle questions or requests related to this letter.*)

Sincerely,

Name

Title

Encl.