[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Portfolio Performance Review - [Reporting Period, e.g., Q3 2023]

Dear [Client Name],

I am writing to provide a detailed review of your investment portfolio performance for the period ending [Date].

Executive Summary

During this period, your portfolio achieved a total return of [Percentage]%. This compares to your target benchmark of [Percentage]%. As of [Date], the total market value of your account is $[Amount].

Market Commentary

The financial markets during this quarter were influenced by [Briefly mention market factors, e.g., interest rate changes or economic growth]. Despite these conditions, your portfolio remains aligned with your long-term objectives.

Asset Allocation

- Equities: [Percentage]%
- Fixed Income: [Percentage]%
- Cash/Alternatives: [Percentage]%

Portfolio Changes

Based on our recent analysis, we have made the following adjustments: [List any rebalancing or trades made]. These changes were implemented to maintain your risk profile and capture new opportunities.

Next Steps

We recommend [Action, e.g., maintaining the current strategy or scheduling a meeting]. Please let us know if there have been any changes to your financial goals or risk tolerance.

If you have any questions regarding this report, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Advisor Name]
[Company Name]