

Our ref: Sample

(Date)

# Sample copy

Dear (Salutation)

## Fund conversion for BlackRock Balanced Growth Portfolio

Account number: XXXXXX

Your financial adviser: XXXXXX

I am writing to you because you invest in the BlackRock Balanced Growth Portfolio fund, which converted on Thursday 19 June 2025.

We wrote to customers affected by the conversion before it happened. We were unable to let you know about the change in advance because you invested in the fund after we had sent the letter.

### Original conversion letter enclosed

I've enclosed a copy of the letter we sent before the conversion for your information. It tells you all about the conversion and the fund involved.

If you have any questions about this letter, please speak to your financial adviser who will be able to help you. Alternatively, you can call or email us using the details shown and we will be happy to help. Our Customer Service Centre is open 8:30am – 5:30pm, Monday to Friday.

Yours sincerely,

A handwritten signature in black ink that reads "Callum Earl". The signature is written in a cursive, slightly informal style.

**Callum Earl**

*Head of Customer Operations*