

Sample Fiduciary Acknowledgment Letter

(Date)

(Address of Fiduciary)

Subject: Appointment to Investment Committee

Dear (Fiduciary):

You are hereby appointed to serve as a member of the Investment Committee. As such, you will be serving as a fiduciary with specific duties and responsibilities. I have attached a handbook (memo) which outlines these duties and responsibilities. You are to become familiar with the contents and inform me of any questions and/or concerns you may have regarding your function.

You may be wondering what it takes to be a successful member of the Investment Committee.

It does not require extensive experience in securities analysis or portfolio management, but it does require a personal interest in understanding the basics of capital markets.

It requires a sincere commitment and the courage to develop a consensus formulation of goals and objectives with your fellow committee members; the discipline to develop long-term investment policies; the patience to evaluate events calmly in the context of long-term trends; and an understanding of personal and organizational strengths and weaknesses to determine when delegation and outsourcing is more appropriate.

Most important, it requires the ability to get the right things done, otherwise known as effective management. A prudent investment process facilitates effective management by distinguishing important from unimportant tasks.

Please acknowledge receipt of this letter and your understanding of your fiduciary duties and responsibilities by signing and returning a copy of this letter to me.

Sincerely,

(Plan Sponsor, Trustee, or Settlor)

Enclosure: *Prudent Investment Practices* handbook (or comparable memo)

Date: (Date)

To: (Plan Sponsor, Trustee, or Settlor)

From: (Fiduciary)

Subject: Appointment to Investment Committee

I hereby accept my appointment to serve as a member of the Investment Committee. I understand the fiduciary duties and responsibilities associated with my appointment.

Sincerely,

(Fiduciary)