

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verizon (VZ) Stock Portfolio Allocation

I hope this letter finds you well. I am writing to outline the proposed allocation of my stock portfolio, specifically regarding my investment in Verizon Communications Inc. (VZ).

As of [Date], I have reviewed my current portfolio and would like to allocate a percentage of my investments towards VZ for the following reasons:

1. ****Investment Objective****: [Briefly explain your investment objectives, e.g., income generation, growth, etc.]
2. ****Current Allocation****:
 - Total Portfolio Value: [\$Amount]
 - Current VZ Holdings: [\$Amount]
 - Proposed VZ Allocation: [XX% / \$Amount]
3. ****Rationale for Allocation****:
 - [Reason 1: e.g., Stable dividends]
 - [Reason 2: e.g., Strong market position]
 - [Reason 3: e.g., Growth potential in 5G technology]

I anticipate that this allocation will help achieve my investment goals while maintaining a balanced approach to risk. I would appreciate your insights or suggestions regarding this proposed allocation.

Thank you for your attention to this matter. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Company (if applicable)]