

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Friend – When You Are Not Sure What You’ve Done

Dear :

The author, A.C. Benson said, “One’s mind has a way of making itself up in the background, and it suddenly becomes clear what one means to do.” Although I know that you have made up your mind on some tough issues you have been facing, I am not sure what I have done to warrant the distant treatment I feel I have received from you. I would really like to talk to you about anything you feel I have done wrong. We have always been able to communicate and I hope that holds true now.

Call me when you have a free moment.

Sincerely,

N A M E