

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: Advice – Ask for Personal Advice

Dear :

I hope that this letter finds you in good health and wonderful spirits. As a wise and knowledgeable person, I am writing to seek your advice on a very personal matter. I have taken much time to examine this situation from all angles and have appropriately weighed my pros and cons. However, I am still at a loss of what to do regarding this situation. I am appealing to you because the advice that you have given me in the past has been very wise and practical advice. My situation is as such: {describe situation, reason for seeking advice}

Thank you for taking the time to read my letter. I would appreciate all advice regarding this subject.

Thanking you in advance,

N A M E