

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

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

Re: Advice – Decline to Give Advice

Dear :

I received your letter about {situation}. I am sorry, but I cannot give you advice concerning this matter. I must decline to advise you of this issue because {lack of knowledge, too personal, unfamiliar, etc.}. I feel that it is more beneficial to give you no advice regarding this subject, instead of giving you incorrect or misleading advice.

I do hope that you make the best decision regarding this choice. Please feel free to contact me for other matters. I wish you the best of luck in your future endeavors.

Sincerely,

N A M E