

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 – Give General Advice

Dear :

It was wonderful to receive your letter. It is always good to hear from you. I understand that you need some advice regarding {situation}. I have a basic understanding of the topic. However, I have thought long and hard concerning this choice. Therefore, I have to give you the following advice. {insert advice}.

I hope that you will find this advice helpful. If you have any more questions, please do not hesitate to contact me.

Sincerely,

N A M E