

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 – Give Personal Advice

Dear :

I was very happy to receive your letter. It was great to hear from you. I understand that this is a difficult period in your life. Times like these are never easy, yet I know that you will cross this line like a champion. Concerning your questions, I can only give you advice. I cannot, nor do I choose to tell you which decision to make. {Insert personal advice}.

I hope that this will help you in making your decision and dealing with the situation at hand. Please do not hesitate to contact me for anything.

Sincerely,

N A M E