

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 | | |
| Company | | |
| Address Line | | |
| City, State Zip Code | | |

Re: Advice – Give Professional Advice

Dear :

I recently received your letter concerning the {subject}. I understand that this is a very dear/important matter for you. Therefore, I am offering you my honest, professional opinion regarding this matter. I have considered all possible options for this situation. My advice to you is {state advice}.

If you have any questions, please feel free to contact me.

Sincerely,

N A M E