

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 – Thank Someone for Accepting your Advice or Recommendation

Dear :

I am so glad that I could help you in your decision of adopting a pet. I know that it is a very hard decision of bringing a new member into your family. This decision is compounded when considering whether to choose a dog, a cat, a hamster, fish or a bird, not to mention the different breeds. I was more than happy to give you advice relating to owning a Lhasa Apso and my experiences with mine. I hope that your Lhasa Apso brings as much joy to your family as it has to mine.

Sincerely,

N A M E