

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: Thank Someone for Advice or a Suggestion

Dear :

I wanted to write you and thank you for your priceless advice regarding the houses in your area. I hope to soon be moving, and your advice greatly aided me in my options in that demographic area. Also, thank you for your offer of taking me for a tour of the area.

Once again, thank you for all your help.

Sincerely,

N A M E