**Advice email: outline**

**Dear/Hi….name**

1st parag. **Introduction**: Say how you are and express understanding of the problem.

*-I just got your letters and I think I can help you  
- I was sorry to hear about your problem. Here's what I think you should do.*

*-I’ve thought about your problem, and I’ve come up with the following solutions.*

2nd -3 rd parag. **Main body**: Say what he/she should do.

*-Why don't you  
- It would be a good idea to  
- What you should do is  
- How about.../I think you should  
- The best advice I can give you is*

4th parag. **Conclusion:** Say that you hope your advice will help and ask him/her to write back.

*- Hope this has helped  
- Let me know what happens*

*-Write back and tell what you did.*

*- There is no need to panic. Don’t worry you’ll get over it*

**Signature**: take care / bye for now/ love

your name