**Advice Letter to family member template**

Dear (insert name)

I’m glad you wanted to share your problems with me and I am more than happy to offer you help and support when you need it. I am always here for you.

I believe the best way to deal with this situation is think about it in a logical way and to not let our thoughts run away with us. We will take one day at a time and ensure that you are taken care of. Here is a list of suggestions that I have come up with.

(Insert a few suggestions relevant to the problem)

And we can discuss each of these to see which the best to start off with is. Don’t worry we will sort out the problem together.

You can always get in touch with me if you need to and I will always be here for you.

Lots of love