**Advice Letter for a student**

Recipient’s address

Your address and contact details

Objective (one sentence)

Dear (Recipient's name),

Congratulations on gaining the grades that you needed to join (insert university name)

We hope that you are looking forward to attending our university as much as we are excited for you to join us.

Starting university can be a daunting challenge, especially if you are moving away from home. Therefore I am writing this letter to give you a bit of advice before you make the move here.

Try and get to know some fellow students before you arrive. Use social media to find out who your new flatmates are.

Know what essentials you need to bring with you, kitchen equipment, bedding amongst other things.

Find out what your course entails and if there are any reading materials that you need before you start your work.

Remember university life isn’t all work and no play; it is a time to discover a different city and meet new friends. You are bound to be nervous but make sure you make the most of your time with us. To find out any more information, please visit the website (insert website name)

We look forward to seeing you soon.

Sincerely,

(Sign here)

(Your Name, Title)