**Advice Letter to a friend template**

Recipients address

Dear (name)

I’m so sorry to hear about your current situation. I’m sure we can think of something to relieve your stress.

(Briefly mention some suggestions to help)

I will look into things in more detail and I will get back to you as soon as I can. You know that you can always ring me whenever you need anything or need anyone to talk to. You already have my contact details.

I will be in touch if I find any other information that can help you.

Keep your chin up.

See you soon!

(your name)