**Legal advice letter template**

Recipient’s address

Your address and contact details

Objective (one sentence)

Dear (Recipient's name),

Regarding our recent discussions about your current situation I have the following legal advice below for you to follow:

(Write all the advice that you have regarding the situation)

If you would like to discuss any of the above with myself or another colleague, don’t hesitate to get in touch. I understand that this is a difficult time, but I urge you to follow the advice set out above. If you have any other concerns in the meantime, please get in touch using the contact details above.

Sincerely,

(Sign here)

(Your Name, Title)