



WRITING

Letter of advice

DEAR ...,

Paragraph 1 – *Introduction* (showing sympathy)

- Having read your problem...
- I was sorry to read about your problem...
- I understand how you feel and...
- I was in the same situation a few years ago...



Paragraphs 2&3 – *Main body* (giving advice)

- It would/might be a good idea to...
- I strongly advise you to/not to...
- I think you should...
- The best thing for you to do is...
- Have you thought about...?
- If I were you, I would...
- One/another suggestion is to...



Paragraph 4 – *Conclusion* (giving reassurance)

- I hope these ideas will help you.
- If none of these ideas work, then you might...
- Don't worry...
- To sum up/summing up

Yours/best wishes,

Name



CHARACTERISTICS OF AN INFORMAL LETTER

- Short forms
- Simple/colloquial vocabulary
- Use of the active, rather than the passive voice
- Informal beginnings and endings

