

# Letter of Advice to Client

**[You're Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear (Recipient's Name),

I received your letter on [enter date]. I am honored that you have sought an advice from me regarding [enter matter]. I won't call my advice the only solution, however, as far as I have looked into the said matter I think, the best solution, in this case, is to [enter advice]. I am suggesting this to you in the light of my years of experience and with full responsibility. I also encourage you to look for other solutions and then decide what you should choose for yourself. I have, however, given you an advice on my part in detail. Please accept my gratitude for consulting me. Thank you!

**[You're Name]**

[Senders Title] -Optional-