## ****Sample 1 – Giving Advice to a Friend About Studying****

**Dear Anna,**

Thank you for your message. I understand that you are having trouble with your schoolwork.

I think you should make a study plan. Try to study a little every day. Also, take breaks when you feel tired. You can ask your teacher for help or study with a friend.

Don’t worry! You are a smart student, and you can do it! If you need more help, I’m always here.

Best wishes,  
**Maria**

## 📄 ****Sample 2 – Giving Advice About Healthy Habits****

**Dear Tom,**

Thanks for your email. You said you don’t feel very healthy. I have some advice for you!

You should eat more vegetables and drink water every day. Try to sleep at least 8 hours and go for a walk or do some exercise. Don’t eat too much fast food or drink too many fizzy drinks.

I hope this helps you feel better soon. Take care!

Best regards,  
**Alex**