

## Email giving advice

Para.1: opening remarks, express sympathy

Paras 2, 3: give advice supported by expected results

Para 4: express hope things will improve, closing remarks

### Opening remarks

<ul style="list-style-type: none"> <li>• Hello! I hope this letter finds you well.</li> <li>• It's so good to hear from you. How's it going?</li> <li>• Hey! It's so great to hear from you!</li> <li>• Well, this is my letter back to you.</li> <li>• Hi, it was good to finally hear from you.</li> <li>• Hey, how have you been?</li> <li>• Hello! I am good! How are you?</li> <li>• It's great hearing from you.</li> <li>• It's very good to hear from you.</li> <li>• I'm doing good. How are you?</li> </ul>	<ul style="list-style-type: none"> <li>• I've been good. How have you been?</li> <li>• How are you? Thank you for your letter.</li> <li>• I hope all's well with you.</li> <li>• I hope things are doing well with you.</li> <li>• Hope my letter finds you well.</li> <li>• Thanks for your letter.</li> <li>• Hi, how's it going?</li> <li>• Hi, how are things with you?</li> <li>• I'm doing pretty good. How are you doing?</li> <li>• Thanks for your letter.</li> <li>• It was great to get your letter.</li> </ul>
<p><b>Giving advice</b></p> <ul style="list-style-type: none"> <li>• If I were you, I'd....</li> <li>• You should/shouldn't....</li> <li>• The best thing to do is....</li> <li>• Why don't you...</li> <li>• Have you thought of/about (+ing)...?</li> <li>• Another idea is to ....</li> <li>• It's best not to.....</li> </ul>	<p><b>Result</b></p> <ul style="list-style-type: none"> <li>• This would/will mean that....</li> <li>• That way.....</li> <li>• If you do this, you will/won't...</li> <li>• It might/would be useful if you....</li> <li>• I feel that the best course of action would be ....</li> </ul>
<p><b>Ending the email</b></p> <ul style="list-style-type: none"> <li>• I hope my advice helps.</li> <li>• Hope things get better.</li> <li>• Let me know what happens.</li> <li>• I hope/trust that you follow my advice...</li> <li>• I hope/trust that these suggestions will be of some help/assistance/have been useful.</li> <li>• I hope the above advice will be of some help to you.</li> </ul>	
<p style="text-align: center;"><b>Closing remarks</b></p>	
<ul style="list-style-type: none"> <li>• Do write back soon.</li> <li>• Ok, that's all for now.</li> <li>• Write me back soon.</li> <li>• Can't wait to hear from you.</li> <li>• Do write back soon.</li> <li>• I'm really looking forward to getting your letter.</li> <li>• Write back.</li> <li>• Talk back soon</li> </ul>	<ul style="list-style-type: none"> <li>• Hope to hear from you soon.</li> <li>• Take care and keep in touch.</li> <li>• I'll be waiting for your letter.</li> <li>• Until your next letter. / Till next time.</li> <li>• I hope to hear from you real soon.</li> <li>• Take care. / Be well.</li> <li>• I'm running out of space. So, goodbye for now.</li> </ul>