**A letter of advice to a friend**

**I. Opening & Addressing:**

* **Informal:**
	+ Hi [Name],
	+ Hey [Name],
	+ I wanted to talk to you about...
	+ How are you doing? (Less formal, use with close acquaintances)

**II. Introducing the Problem/Situation:**

* **General:**
	+ I understand that you are facing some challenges with...
	+ I've heard you've been having some trouble with...
	+ I'm aware of the situation concerning...
	+ I understand you're going through a difficult time with...
* **Specific:**
	+ ...your upcoming exams.
	+ ...choosing a career path.
	+ ...dealing with a difficult friend.
	+ ...managing your time effectively.

**III. Giving Advice:**

* **General Advice:**
	+ I would advise you to...
	+ My advice is to...
	+ I recommend that you...
	+ I suggest that you...
	+ You should consider...
	+ It might be helpful to...
	+ One thing you could do is...
	+ A good approach would be to...
	+ From my experience, I've found that...
	+ In my opinion,...
* **Specific Advice:**
	+ ...break down the task into smaller steps.
	+ ...talk to a trusted adult.
	+ ...research different options.
	+ ...practice regularly.
	+ ...set realistic goals.
	+ ...prioritize your tasks.
	+ ...learn from your mistakes.
* **Offering Alternatives:**
	+ Alternatively, you could...
	+ Another option is to...
	+ Instead of..., you might try...
	+ You could also consider...

**IV. Explaining Your Reasoning:**

* **Giving Reasons:**
	+ This is because...
	+ The reason for this is...
	+ This will help you to...
	+ By doing this, you will...
	+ This is important because...
	+ It's crucial to...
* **Supporting Your Advice:**
	+ For example,...
	+ For instance,...
	+ To illustrate,...
	+ In my experience,...
	+ I've seen this work successfully when...

**V. Encouragement and Support:**

* **Expressing Confidence:**
	+ I'm confident that you will...
	+ I believe you can...
	+ I have faith in your ability to...
	+ I know you're capable of...
* **Offering Further Help:**
	+ If you need any further assistance, please don't hesitate to ask.
	+ Feel free to reach out if you have any questions.
	+ I'm here to support you.
	+ I'm always happy to help.

**VI. Closing:**

* **Informal:**
	+ Hope this helps!
	+ Let me know what you think.
	+ Talk to you soon,
	+ Best,

**VII. Useful Phrases for Different Situations:**

* **Emphasizing Importance:** It's essential/vital/crucial to...
* **Expressing Uncertainty:** You might want to consider... / It's worth thinking about...
* **Being Tactful:** I understand this is a sensitive issue, but...
* **Offering a Different Perspective:** Have you thought about...? / Another way to look at it is...

**VIII. Connectors/Linking Words:**

* **Addition:** Furthermore, Moreover, In addition, Additionally
* **Contrast:** However, Nevertheless, On the other hand, Despite this
* **Cause and Effect:** Therefore, Consequently, As a result, Thus
* **Sequence:** First, Second, Then, Next, Finally