To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Advice on a Personal Matter**

Dear Mr. / Mrs. [Name of the Recipient],

Though it is not my right to interfere in your personal matter, I am writing this letter only on your request for my advice. Last time you told me that you are having some differences with your wife, Sarah. Well, my friend, I would like to let you know that it is completely natural. Partners may have differences and problems with each other at some stage but that doesn’t mean that it’s over, and it should not be.

In such a situation, it is better to get separated for some time so that both can realize their mistakes and correct themselves. If you ask, I would meet Sarah and try to convince her. After that, all three of us can meet and try to settle the differences between you two.

At last, I just want to request you that don’t do anything stupid in hurry. Sit down, relax, and think about settling your problems.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]