To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Advice to Client**

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

This letter is in response to your request for my advice on conducting a charity event. I am pleased and honored that you have asked for my advice. You know that I am always willing to help you at any cost.

I advise you to contact Mr. / Mrs. [name of the Person] to arrange your event at [mention Venue/Location]. He / She is a good friend and a former colleague of mine. He / She will definitely guide you thoroughly and will help you to conduct the event in the best possible way. Moreover, the venue that I mentioned is located in the center of the city and is in a prime location.

Moreover, list down the event’s agenda items in detail so that you don’t miss anything important. I hope that my advice will prove to be useful for you and may you succeed to achieve your objectives through this event.

Feel free to call me for any queries or details.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]