To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Advice on Opening New Business**

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

I am very happy to know that you want to start your own business of [mention Business Name]. I want to let you know that I am very happy for you that you are finally taking this step. However, as a friend and a colleague, I would just like to advise you on something.

Opening a new business might look easy but the real thing is management and operations. You have to manage all the things by yourself as you can’t rely on anyone else for this. Managing the labor and your daily operations is not an easy task. Before you joined this organization, I also did an experiment of running my own business. However, it was not a very pleasant experience for me.

Though I pray for you that you achieve success and your business grows. If you have some time, we can talk it over at lunch or dinner.

Best of luck!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]