Writing an email to a friend (giving advice)

1) Use an appropriate **greeting:**

   Hi! / Hello! / Dear + first name

2) **Introduction:** refer to your friend’s problem shortly showing understanding and interest:
   - I’ve read your e-mail and I understand your problem
   - I know how you feel and I think I can help

3) **Main body:** Give advice and explain how each suggestion will help.
   - A good idea is to….. This way you could…..
   - You should/shouldn’t……. if you want to…
   - How about + gerund…….? This will/may help you…
   - Or you could……. so as to….  
   - If I were you, I would.......... in order to…

4) Don’t forget to use linking words: **First, Second, Also, At last, So, As a result, etc**

5) Start a new paragraph to write about a new topic/idea

6) **Conclusion:** Finish the email with set phrases like:
   - Talk to you soon
   - See you soon
   - Keep in touch
   - Write soon
   - Hope this helps

7) Use an appropriate **ending:**

   Love, Best wishes, kisses + your first name