123 High street

London E17 7LD

United Kingdom

11 November 2020

Miss Brown

24 Packhouse Lane

Birmingham B23 0DH

United Kingdom

Dear Miss Brown,

I am currently writing this letter to you as you have requested my advice on the issue you are having in your office. I am flattered that you would ask for my help, and in all honesty, let me impart to you what I think your move should be on the matter at hand.

It is my opinion that you should probably consult a lawyer to help you with your dilemma. Also, I advise you to write down the specific details of the event which transpired so that you will have the necessary evidence if you are asked for it. Doing it as soon as possible will be more advantageous to you.

I admit that I also have consulted my brother (who is a lawyer) on this matter as well so will be confident in the advice that I would be giving you.

Please note, however, that this is just my two cents on the matter, so you can opt not to follow it if you do not want to.

Yours sincerely,

Tim Fox