

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek your personal advice on a matter that has been weighing heavily on my mind. Given your wisdom and experience, I believe your insights would be invaluable to me.

Specifically, I am facing [briefly describe the situation or decision]. I find myself uncertain about the best course of action, and I would greatly appreciate your perspective on this.

If you have the time, I would love to meet for coffee or a chat at your convenience, or if you prefer, we can discuss this over the phone. Your guidance means a lot to me.

Thank you for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]