**Sample Cover Letter for Advice**

From,

Reshma Shabnam Information Apartments Noida

Date: August 15th, 2020 To,

Suresh

14/9, Eslite Estate, New Delhi-2001

Dear Suresh,

A lot of uncalled resentments have been taking place amongst our employees. Many are unhappy about the way their employees are treating them.

In such cases, I sincerely advise you to look into the matter right away and update me.

Yours sincerely, Reshma Shabnam