

Dear Sir or Madam,

Thank you for contacting us. Your concerns (**understand**), and we appreciate you sharing your situation with us.

It is important to note that anxiety (**experience**) by many people, particularly in stressful circumstances. For this reason, it (**recommend**) that professional support should be considered at an early stage.

In addition, stress (**can / reduce**) through simple relaxation techniques and regular practice. You (**encourage**) to speak openly about your fears, as these issues (**should / not / ignore**).

If further assistance is required, support (**can / provide**) upon request. Your situation (**will / review**) carefully, and if necessary, further steps (**may / take**) to ensure appropriate help.

Please be assured that effective treatment (**develop**) in recent years. As a result, you (**will / contact**) shortly with additional information, as your wellbeing (**value**) by our ~~organisation~~.

Yours faithfully,

[Name]

 **LIVEWORKSHEETS**