

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear [Friend's Name],

I hope this letter finds you well. I've been doing a lot of reflection lately, and it's with a heavy heart that I write this. Our friendship has meant so much to me, and I cherish the memories we've created together. However, I feel like we've grown apart and our paths have diverged in ways that I cannot ignore.

I believe it's in both of our best interests to part ways as friends. This decision was not easy, but I think it's necessary for both of us to move forward in a positive direction. I truly wish you all the best in everything you do, and I hope we can remember the good times fondly. Thank you for all the moments we shared. I'll always appreciate the friendship we had.

Take care,
[Your Name]