

[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 letter finds you well. It has taken me a long time to gather my thoughts and put them into words. Writing this is not easy, but I believe it's necessary for both of us to heal and grow.

First, I want to express my gratitude for the moments we've shared. The memories we created together will always hold a special place in my heart. You have been an important part of my life, and I appreciate all the good times we've had.

However, over time, I've come to realize that our relationship isn't fulfilling the needs we both have. It pains me to say this, but I believe it's best for us to part ways. This decision comes from a place of love and respect for what we once had.

I wish for both of us to find happiness, whether together or apart. I truly believe we deserve to explore our paths individually and heal from this experience.

Thank you for understanding, and I wish you nothing but the best in the future.

Sincerely,  
[Your Name]