

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I have been doing a lot of thinking about our relationship, and I feel it's important to share my thoughts with you.

First and foremost, I want to express my gratitude for the time we have spent together. I genuinely appreciate all the memories we've created and the support we have given each other. However, I believe that we have both come to a point where seeking different paths might be the healthiest choice for us.

After much consideration, I feel that we should agree to part ways amicably. This decision is not made lightly, and I want you to know that it comes from a place of respect and understanding. I believe it will allow both of us to grow individually and pursue our own goals and happiness.

I would like to propose that we maintain a positive relationship moving forward, as I value the connection we've had. If you agree, I am open to discussing how we can navigate this change in a way that feels comfortable for both of us.

Thank you for everything, and I truly wish you all the best in your future endeavors.

Sincerely,
[Your Name]