

[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's difficult for me to write down my thoughts and feelings, but I feel it's necessary for both of us.

Over the past [duration], I have cherished many moments we've shared together. You have brought joy and laughter into my life, and for that, I am truly grateful. However, after much contemplation, I believe it's best for us to part ways.

This decision does not come lightly, and it stems from my realization that we have grown apart in ways that are hard to ignore. Our paths seem to be leading us in different directions, and I fear that staying together would only bring more pain in the long run.

Please know that this letter is not a reflection of your worth; you are an incredible person who deserves someone who aligns with your hopes and dreams. I sincerely wish you all the happiness in the world and hope you find someone who makes you feel as special as you truly are.

Thank you for all the memories we created together. I will always look back on them fondly.

Take care of yourself.

Sincerely,
[Your Name]