

[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. I've spent a lot of time reflecting on our relationship and the distance that has grown between us. It is with a heavy heart that I write this.

Our time together has been incredibly meaningful to me, and I cherish the memories we created. However, as we've navigated the challenges of a long-distance relationship, I've come to realize that it's becoming increasingly difficult for us to sustain our connection the way we once did.

I believe it's best for both of us to part ways. This decision doesn't change how much you mean to me, and I truly wish you all the best for your future.

Thank you for everything. I will always hold you dear in my heart.

Take care,

[Your Name]