

[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 have taken some time to reflect on our relationship, and I feel it is important to communicate my thoughts clearly.

Over the past [duration of the relationship], I have cherished the memories we have created together. However, I believe it is best for both of us to part ways. This decision has not come easily, but I truly feel that it is the right choice at this time.

I want to emphasize that this decision is not a reflection of your worth or value as a person. It is simply a realization that our paths are diverging and we both deserve to explore what makes us happy individually.

I will always appreciate the experiences we've shared and the lessons I've learned during our time together. I wish you nothing but the best in all your future endeavors and hope you find happiness and fulfillment.

Thank you for everything.

Sincerely,
[Your Name]