

[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 with a heavy heart that I write to you today. I have been doing a lot of thinking about our relationship and how we've grown together and apart.

Unfortunately, I have come to the conclusion that it's best for both of us to go our separate ways. This decision hasn't come easily, and I cherish the memories we've shared, but I believe it is what is needed for us to find happiness individually.

You deserve to be happy, and I am starting to realize that we may not be the right fit for each other anymore. Please know that I will always care for you and wish the best for your future.

Thank you for the moments we've had together. I hope you can understand my decision, and I wish you nothing but success and joy ahead.

Take care,
[Your Name]