

[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, though I know that we are both going through a difficult time. It's taken me a long time to gather my thoughts and find the right words to express what I'm feeling, but I felt it was important to communicate with you openly.

As I sit down to write this, I am flooded with memories of the beautiful moments we've shared. We've laughed, cried, and grown together in ways I never thought possible. However, it is with a heavy heart that I have to acknowledge the challenges we have been facing lately.

Despite my efforts to understand and work through our differences, I believe we've reached a point where it's best for both of us to part ways. This decision has not come easy; it's one that weighs heavily on me. I care for you deeply, but I feel that our paths are diverging, and it wouldn't be fair to either of us to continue in a relationship that no longer brings us joy.

Please know that I will always cherish the time we spent together and the love we shared. You've taught me so much about myself, and I'll always be grateful for that. I truly wish you nothing but happiness and success in your future endeavors.

Thank you for everything. I hope that, in time, we can look back on our relationship with fondness and appreciation. Please take care of yourself.

With all my love,

[Your Name]