

[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 in good spirits. I want to take a moment to express my feelings, as this has been weighing on my heart for some time now.

First and foremost, I want to acknowledge the beautiful moments we've shared. Our time together has taught me so much about love, trust, and myself. I will always cherish the laughter, the adventures, and the quiet moments we spent side by side.

However, as much as it pains me to say this, I believe it is best for both of us to part ways. This decision comes from a place of deep reflection and understanding of our individual needs and aspirations. I have come to realize that we are on different paths, and holding onto this relationship may hinder both of us from growing and finding true happiness.

Please know this is not a reflection of any shortcomings on your part. You are an incredible person, full of light, and you deserve someone who can match your vibrant spirit. My hope for you is that you find someone who sees and appreciates the amazing qualities that make you who you are. I want to thank you for all the love, support, and joy you've brought into my life. I treasure our memories and will always look back at our time together with fondness.

As we move forward, I wish you nothing but the best in all your endeavors. Take care of yourself, and know that you will always hold a special place in my heart.

With love,  
[Your Name]