

[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 been doing a lot of thinking lately, and I believe it is important for both of us to be honest about our feelings and the direction of our relationship.

After careful consideration, I have come to the conclusion that it might be best for both of us to go our separate ways. This decision has not been easy, but I feel it is the right one for me at this time.

I truly value the moments we shared and will cherish the memories we've created. I hope we can look back on our time together positively, even as we move forward independently.

I wish you all the best in everything you do.

Take care,
[Your Name]