

[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 message finds you well. I wanted to take a moment to address something that's been on my mind.

After reflecting on our interactions and my feelings, I believe it's best for both of us to move on. This decision hasn't come lightly, but I feel it's necessary for my personal growth and well-being.

I truly appreciate the time we've spent together and the memories we've shared. However, I think it would be healthier for us to go our separate ways now.

Wishing you all the best in the future.

Warm regards,

[Your Name]