

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address or Email]

Dear [Recipient's Name],

I hope this message finds you well.

I wanted to take a moment to share some thoughts with you. I believe it's best to be open and honest. Recently, I have felt that our communication has shifted, and I have been reflecting on our connection.

I think it's best for both of us to move on and focus on our individual paths. This decision has not been easy, but I believe it's the right one.

I wish you all the best in your future endeavors.

Take care,

[Your Name]