

[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 reach out to let you know that I will be stepping back from our communications for the time being. I appreciate the time we've spent together, but I believe it's best for me to focus on other priorities right now.

Wishing you all the best in your future endeavors.

Take care,
[Your Name]