

[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 want to take a moment to express my thoughts and feelings about our relationship. This is not easy for me to write, but I believe it's important to be honest with you.

[Here, explain your feelings about the relationship and why you feel the need to step back or end things. Be sincere and respectful.]

I truly value the time we've spent together and appreciate the moments we've shared. However, [provide reason for your decision, such as personal growth, differing goals, etc.].

I understand this might be difficult to hear, and I want you to know that this decision was not made lightly. [If you feel comfortable, offer to discuss things further or clarify your feelings.]

Thank you for understanding. I wish you all the best in your future endeavors.

Take care,
[Your Name]