

[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 reach out and express my thoughts. I've enjoyed our conversations and time together, but I've been reflecting on our connection.

I feel that it might be best for us to go our separate ways. This isn't easy for me to say, and I truly appreciate the moments we've shared. I hope you understand where I'm coming from.

Wishing you all the best in everything you pursue.

Take care,
[Your Name]