

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

[Partner's Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

I hope this letter finds you well. I wanted to take a moment to address something that has been on my mind for some time now. I have been reflecting on our relationship, and I feel it's important to communicate my feelings honestly.

I want to express how much I appreciate the time we spent together and the memories we created. However, I believe it would be best for both of us to part ways. This decision has not come lightly, and I truly value the moments we shared.

I understand if you have questions or need closure. I sincerely apologize for any hurt my actions may have caused, and I hope you can find it in your heart to understand. My intention was never to ghost you but to navigate my feelings in the best way I could.

I wish you all the best in your future endeavors and hope you find happiness in whatever path you choose.

Take care,

[Your Name]