

[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 address something that has been on my mind. I apologize for my sudden lack of communication. I recognize that I've been distant lately, and I want to be honest about it.

It has been difficult for me to maintain our connection, and I feel it's best for both of us to step away from this relationship.

I sincerely wish you all the best moving forward.

Take care,

[Your Name]