

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

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

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for the time we spent together on [specific date]. Your company was enjoyable, and I appreciated the opportunity to get to know you.

However, after careful consideration, I have decided that it would be best for us to go our separate ways. This decision was not made lightly, but I believe it is the right choice for both of us.

I wish you all the best in your future endeavors and hope you find what you are looking for.

Thank you for your understanding.

Sincerely,
[Your Name]