

Subject: A Little Clarity

Hi [Name],

I hope you're doing well. I wanted to reach out to clear the air since I haven't been in touch lately. I've been doing some thinking, and I realize I haven't been able to engage as I would have liked.

I appreciate the moments we've shared, but I believe it's best for me to take a step back. I hope you understand, and I wish you all the best moving forward.

Take care,

[Your Name]