

[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 letter finds you well. I am writing to inform you that, effective immediately, I will no longer be continuing our communication. This decision was not made lightly, but I believe it is in the best interest for both of us.

I truly appreciate the time we spent together and wish you all the best in your future endeavors.

Sincerely,  
[Your Name]