

[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 want to take a moment to express my gratitude for the time we've spent together and the experiences we've shared. However, after some reflection, I feel that it's best for me to step back from our connection. This decision hasn't come easily, as I value the memories we've created.

Please understand that this is about my personal journey and not a reflection of you or our time together. I wish you all the best in your future endeavors and hope you find happiness in all aspects of your life.

Take care,

[Your Name]