

\*\*[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],  
1. \*\*Opening Statement\*\*  
- Express the purpose of the letter.  
- Briefly acknowledge the past relationship.  
2. \*\*Reasons for Ghosting\*\*  
- Mention personal reasons for distancing.  
- Highlight the need for space or personal growth.  
3. \*\*Acknowledgment of Feelings\*\*  
- Recognize how this may affect the recipient.  
- Validate their potential feelings of confusion or hurt.  
4. \*\*Closure\*\*  
- Offer a concluding thought about the relationship.  
- Encourage positive memories or shared experiences.  
5. \*\*Final Goodbye\*\*  
- Wish them well in the future.  
- Optionally offer a way to get in touch later, if applicable.  
Sincerely,  
[Your Name]