

[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 letter finds you well.

I wanted to take a moment to address our recent lack of communication. I understand that things have changed between us, and I feel it's important to be honest about my feelings.

After giving it some thought, I believe it's best for us to part ways.

This decision hasn't been easy, but I feel it's the right one for both of us.

I appreciate the moments we shared and wish you all the best in the future.

Take care,

[Your Name]