

[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 share some personal reasons that are currently affecting my situation.

[Insert brief explanation of personal reasons - ensuring to maintain a respectful and considerate tone. Discuss how this may relate to the recipient or the context of your relationship.]

I appreciate your understanding during this time. It means a lot to me to have your support.

Thank you for taking the time to read my message. I look forward to continuing our communication.

Warm regards,

[Your Name]