

[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 you to share some personal reasons that have been on my mind lately.

[Briefly explain your personal reasons, maintaining a respectful and understanding tone.]

I want to assure you that this is not a reflection on our relationship and that I value our connection deeply.

Thank you for understanding my situation. I look forward to discussing this further when you feel comfortable.

Warm regards,

[Your Name]