

[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 am writing to you because I feel it's important to discuss something that has been on my mind.

[Begin with a positive remark or expression of care. For example: "I have always appreciated our friendship and the support we've given each other."]

Lately, however, I have been feeling [describe your feelings or observations, e.g., confused, concerned, overwhelmed] regarding [mention the specific issue or situation].

[Explain the situation more clearly, being honest and direct but also compassionate. Use "I" statements to express your feelings, e.g., "I feel that..."].

I truly believe that addressing this matter openly can help us [explain the positive outcome you hope for, e.g., strengthen our relationship, find a resolution, etc.].

I understand this may be difficult to discuss, but I hope we can talk about it when you feel ready. Your thoughts and feelings are important to me, and I want us to have a clear understanding.

Thank you for taking the time to read this letter. I look forward to hearing from you soon.

Warm regards,

[Your Name]