

[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 share some personal thoughts and plans that have been on my mind for quite some time. As I navigate my current circumstances, I find myself contemplating the need for a significant change in my life.

After much reflection, I have decided that I will be pursuing a path that involves leaving my current situation. This decision has not been easy, but I believe it is necessary for my personal growth and well-being.

I want to assure you that this is not a decision made lightly, and I hope to handle this transition as thoughtfully as possible. I appreciate your understanding and support as I embark on this journey.

Thank you for your attention to this matter. I look forward to discussing this further with you at your convenience.

Sincerely,
[Your Name]