

[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 message finds you well. I wanted to take a moment to reach out and share some thoughts with you.

[Insert your message here, keeping in mind their sensitivity. Use gentle language and express empathy. Be clear but tactful in your delivery.]

I truly appreciate the relationship we have and value your feelings and perspectives. If you need time to process this, I completely understand and am here for you whenever you're ready to discuss further.

Thank you for taking the time to read this. Please know that I'm thinking of you.

Warm regards,

[Your Name]