TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Long Distance Failure

Dear Joe,

I thought I could handle a long-distance relationship, but I'm afraid this is just too much. I spend so much time worrying about what you're doing, who you're doing it with, and wondering if you even think of me often.

Our relationship might have had a fighting chance if a great deal of distance wasn't involved. I must let you go so we are both free to move on with our lives.

I hope we can remain friends, and I hope you agree this is the best decision for the both of us.

Fondly,

Christina