TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Breakup Letter

Dear **[Name]**

Before I start, I know I deserve all the hate in your heart. A few months ago, I fell in love with someone I met at a seminar, and we started a relationship. I would have told you this a long time ago, but I was afraid that you might overreact.

I want you to know I have always been loyal and had your best interest at heart, but that same heart failed me. I hope you forgive me and find your true love and soulmate.

Sincerely,

**[Name]**