TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Breakup letter when you can’t commit

**[Name]**

We need to talk. For some time now, this relationship has been overwhelming for me. Things are moving too fast for me. I know “ it’s not you, it’s me” is a cliche, but in our case, it rings true.

You are an amazing person, but we are not on the same page. I am not in the mindset to settle down. I’m sorry! I don’t want to hurt you, but I think you’ll agree that I’m not completely committed to this relationship. You deserve better.

Being in this relationship is ultimately going to ruin us. The best thing is to go our own way. Again, I’m sorry to hurt you.

I wish only the best for you.

Bye

**[Name]**