TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Breakup letter to End a Long-Distance Relationship

**[Name]**,

I need to express something, and while a letter felt like my only option due to our distance, I hope you know I am writing this with a sad heart. I would be lying if I said I had not hoped for our relationship to work out. When we met, I sincerely believed you were it.

Yet, over the past few months, I have come to realize that we have grown apart. The distance between us is like a barrier. We don’t see each other as often as I think we need to, for this relationship to last. I just need more.

That is why I am writing you this letter, I think it is time we put an end to the emotional stress of missing each other, but not always being able to see each other.

The fact that I could not be present at your [recent event] to support you, is part of what made me realize you also deserve more.

Take care and thank you for the memories.

Sincerely,

**[Name]**