

[Your Name]
[Your Address]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you because I wanted to share some thoughts as I navigate the current transition in my life. As I move from [Old Situation/Phase] to [New Situation/Phase], I am finding that the emotional adjustment is just as significant as the practical one.

Lately, I have been experiencing a mix of [List Emotions, e.g., excitement, uncertainty, and nostalgia]. While I am looking forward to the opportunities that lie ahead, I am also processing the sense of loss that comes with leaving behind what was familiar. Please know that if I seem [distracted/quiet/overwhelmed], it is simply part of my process in finding my footing in this new chapter.

Your support has always meant a great deal to me. During this period of change, [mention a specific way they can help, e.g., having someone to talk to / a bit of extra patience] would be incredibly helpful. I am confident that in time, this new environment will begin to feel like home, but I appreciate your understanding while I bridge the gap between the past and the future.

Thank you for being part of my journey and for your continued friendship and support.

Sincerely,

[Your Signature]

[Your Printed Name]