Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing to inform everyone with a heavy heart that John and I are no longer engaged with each other. We have decided to part ways owing to the lack of compatibility between us. It is a mutual decision and we both feel content with it.

I am sure this news must have come as a shock to all of you. When we got engaged 3 months back, it seemed as though John and I were made for each other. We also received many compliments from all of you for being an adorable couple. However, during the post-engagement period, we realized that we lack the understanding between us that is necessary for a happy married life. This is the reason we have broken up with each other. Although this decision has left us heartbroken, it is for the best. Tolerating a little pain now will save us from a lifetime of suffering. I, therefore, request you all to support our decision.

I thank you for your kindness. Your cooperation in this difficult time will be much appreciated.

Regards,  
Your name