Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing to inform you that after 5 months of separation with Jane, my divorce with her has been officially finalized. Thank you for all your support and efforts for our reconciliation. Unfortunately, this is probably what fate has decided for us. Nevertheless, I am grateful to you for your moral support.

I have decided to let Jane continue to live in our house with the kids. I will be moving to a new location as soon as I find a suitable place. At the moment, I am sharing an apartment with my cousin, John. You may visit me at (provide address).

Once again, thank you for being there for me.

Regards,  
Your name