Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am delivering the sad news on behalf of John and Jane that their divorce will be finalized this week. During their 3 years of marriage, they realized that they do not feel happy with each other. Therefore, their decision to dissolve the marriage is for a better future. May both of them find happiness and contentment in their individual lives.

Jane has moved back to her parent's house while John can be visited at his old apartment in Chicago.

The ex-couple is grateful to all family members and friends for sharing happy moments with them. They request everyone to support their decision and wish them luck for the future.

Regards,  
Your name