Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

Susan and I want to inform you that we are getting divorced. After fulfilling all the legal formalities, the divorce shall be finalized by the end of this month.

Both of us are happy to end this relationship after futile efforts at reconciliation. We shall be going our different ways in life now. However, we shall remain dutiful towards our kids. While both our daughters will be living with Susan, I shall always be there for them as a father. For this purpose, I have rented an apartment just 5 blocks away from them. My new address is (provide address).

Thank you for your support and kindness.

Regards,  
Your name