



Closure Letter Template

SAY IT ONCE. BE DONE.

A private writing guide for the words you need to release. This letter can be sent, saved, torn up, or kept only for you. The goal is clarity — not reopening the door.

1. Name what happened

Write the facts without minimizing them or arguing with yourself.

2. Say what it cost you

What did this situation change, interrupt, or take from you?

3. Say what you needed then

Name the care, honesty, apology, boundary, or answer you did not receive.

4. Say what you choose now

What are you no longer available for? What boundary begins here?

5. Close the door

End with one clean sentence. Do not add a question if you do not want a conversation.

