

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address (if applicable)]
[City, State, Zip Code (if applicable)]
Dear [Recipient's Name],
I hope this message finds you well. I want to take a moment to address the silence on my part and express my thoughts regarding our recent interactions.

1. Acknowledgment of Ghosting:
- Acknowledge the lack of communication and your absence.

2. Reason for Ghosting:
- Briefly explain the reasons behind your actions (personal circumstances, feeling overwhelmed, etc.).

3. Expression of Regret:
- Share your feelings about ghosting, showing that you recognize the impact it may have had on them.

4. Appreciation of the Relationship:
- Mention what you valued in your interactions or friendship.

5. Invitation for Future Connection (if applicable):
- Offer the possibility of reconnecting in the future, or express your willingness to talk if they are open to it.

Thank you for understanding, and I appreciate your kindness.
Warm regards,
[Your Name]