

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I've been reflecting on our recent interactions, and I wanted to take a moment to reach out. I recognize that my absence may have felt abrupt or confusing, and for that, I am truly sorry.

Life can sometimes lead us in unexpected directions, and I found myself needing some space to navigate my own feelings and priorities. It was never my intention to make you feel disregarded or hurt, and I genuinely value the connection we shared.

I understand that a lack of communication can be painful, and I want to acknowledge the impact it may have had on you. Please know that my decision to step back was not about you or our time together, but rather my personal journey during that period.

If you're open to it, I would appreciate the chance to talk and share our perspectives. Regardless of where we go from here, I hope you know that I wish you nothing but the best and truly appreciate the moments we spent together.

Thank you for your understanding. Take care of yourself.

Warm regards,

[Your Name]