

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

Dear [Friend's Name],

I hope this message finds you well. I wanted to take a moment to reach out and explain my recent absence and lack of communication.

Life has become quite overwhelming for me lately, and I've found myself needing some time to focus on personal matters. Please understand that this is in no way a reflection of our friendship, which I truly value.

I appreciate the moments we've shared and the support you've given me over the years. I hope you can forgive my silence and know that I'm here, even if I haven't been in touch.

If you're open to it, I would love to reconnect when the time feels right. Thank you for your understanding and patience.

Warm regards,

[Your Name]