

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Crush's Name]

[Crush's Address or simply "Hi [Crush's Name],"]

Dear [Crush's Name],

I hope this message finds you well. I wanted to take a moment to reach out and explain why I haven't been in touch lately. I believe it's important to communicate openly, even when it's difficult.

Over the past few weeks, I've found myself in a bit of a personal space, and it's made it challenging for me to keep up with conversations and connections, including ours. It wasn't my intention to drift away or make you feel ignored; I'm truly sorry for how my silence may have impacted you.

I really enjoyed the time we spent together and appreciate the moments we shared. I think you're a wonderful person, and I value the connection we had. However, I also realize that at this moment, I need to focus on myself and take a step back from certain relationships.

I wish you all the best in everything you pursue moving forward. Thank you for your understanding, and I hope you find happiness in whatever comes next.

Take care,

[Your Name]