

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

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

Dear [Recipient's Name],

I hope this message finds you well. I want to sincerely apologize for my lack of communication over the past few weeks. Due to unforeseen circumstances, I was unable to maintain our correspondence.

I truly value the connection we have established and appreciate your understanding. I hope to reconnect and explore ways we can collaborate in the future.

Thank you for your patience, and I look forward to hearing from you soon.

Best regards,

[Your Name]