

[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 message finds you well. I wanted to take a moment to reach out and explain my absence over the past few [weeks/months]. I recognize that my lack of communication may have felt surprising, and for that, I sincerely apologize.

Life has presented me with some unexpected challenges, and I found myself overwhelmed, which led me to retreat rather than communicate openly. Please know that it was not my intention to hurt you or make you feel unimportant.

I truly value the connection we had, and I hope we can reconnect. If you're open to it, I would love to catch up and hear your thoughts. Thank you for your understanding and kindness.

Warm regards,

[Your Name]