

[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 have been meaning to reach out to you for some time now, and I want to start by expressing my sincere apologies for my recent silence.

Life has taken unexpected turns, and I found myself overwhelmed in ways I didn't anticipate. I want you to know that it was never my intention to hurt you by disappearing. Reflecting on our interactions, I genuinely valued the moments we shared, and I regret any confusion my absence may have caused.

Please understand that my decision to step back was not a reflection of you or our connection; it was a personal struggle that I was not ready to confront. I deeply appreciate the understanding you showed during our time together, and I cherish the memories we created.

I hope you can forgive my lack of communication, and perhaps in the future, we can reconnect. Wishing you all the best in everything you pursue.

Take care,
[Your Name]