

[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 am writing to address my recent absence in our communication, which may have felt like "ghosting." I want to express my sincerest apologies for any confusion or hurt this may have caused you.

Over the past [duration of time], I have been navigating through [briefly explain the situation, e.g., personal issues, overwhelming commitments, etc.]. It was never my intention to disregard our relationship, and I regret not being able to communicate my feelings and circumstances during this time.

I value our connection and the moments we've shared. I understand if you feel upset or disappointed, and I want you to know that your feelings are valid. I would love the opportunity to reconnect and explain more fully in person or over a call, if you're open to it.

Thank you for taking the time to read this. I appreciate your understanding and hope to hear from you soon.

Warm regards,

[Your Name]