

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 address the lack of communication from my side recently. I realize that I have been distant, and I'm sorry for any confusion or concern this may have caused.

Life has been quite hectic for me, and I found myself overwhelmed. This is not an excuse for my behavior, but I want to be honest about my situation. I value our connection and regret not being more present. If you're open to it, I would love to reconnect and chat about what's been happening in our lives. Please let me know how you feel about that. Thank you for your understanding.

Best regards,
[Your Name]