

[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 express my sincere apologies for my recent lack of communication. I understand that my silence may have been unexpected, and I truly regret any confusion or disappointment it may have caused. Life has been quite overwhelming lately, and unfortunately, I lost touch during that time. I truly appreciated our time together and value the connection we shared. If you're open to it, I would love the opportunity to reconnect and catch up. However, I completely understand if you prefer otherwise. Thank you for your understanding, and I wish you all the best moving forward.

Warm regards,
[Your Name]