

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Friend's Name]
[Friend's Address]
[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well. I've been doing some thinking and wanted to reach out.

I want to be honest about my recent absence. I've found myself needing some space and time to focus on personal matters. This isn't a reflection of our friendship, but rather a need for self-reflection and solitude.

I truly value the memories we've shared and hope you understand where I'm coming from. I appreciate your support during this time and hope we can reconnect when I'm in a better place.

Take care and best wishes,

[Your Name]