

[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 sincerely apologize for my sudden lack of communication and for effectively "ghosting" you. I recognize that my actions may have caused confusion and hurt, and for that, I am truly sorry.

I want to acknowledge the connection we shared and express my regret for not being transparent about my feelings and circumstances. I understand that my disappearance may have left you feeling abandoned, and that was never my intention.

Taking time to reflect on my actions, I realize how important open communication is in any relationship. You deserved better from me, and I regret not handling things differently.

I value the moments we shared and the understanding we had. If you are open to it, I would love the opportunity to talk and clear the air. I hope we can find a way to move forward, whether that be as friends or simply acknowledging our past.

Thank you for reading this letter. I wish you all the best, and I hope to hear from you soon.

Sincerely,  
[Your Name]