

[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 reach out regarding our previous conversations and the unexpected silence that followed. It seems that we drifted apart without closure, and I believe it's important to acknowledge this.

I value the time we spent together and the connection we shared. However, I recognize that circumstances change, and sometimes relationships evolve in ways we don't anticipate. If there's anything that contributed to this distance, I'd appreciate understanding your perspective.

Regardless of the outcome, I wish you nothing but the best in your journey ahead. If you feel comfortable, I'd be glad to hear from you one last time. Thank you for the moments we shared.

Take care,

[Your Name]