

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to acknowledge the insufficient contact we have had recently. I value our communication and want to ensure we are on the same page moving forward.

Please let me know a convenient time for us to reconnect, as I believe it is essential to maintain our collaboration.

Thank you for your understanding, and I look forward to hearing from you soon.

Sincerely,

[Your Name]