

Dear [Recipient's Name],

I hope this message finds you well. I have been meaning to reach out and express my sincere regret for not staying in touch over the past few months. Life has been quite hectic, and I realize that I have neglected our friendship.

I truly value the time we spent together and the memories we created. It saddens me to think that I have been out of touch, especially when you mean so much to me.

Please accept my heartfelt apologies. I would love to catch up and hear all about what you have been doing. Let's plan a time to get together soon.

Thank you for your understanding, and I look forward to reconnecting.

Warmest regards,

[Your Name]