

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explain my recent behavior during our last interaction on [insert date]. I feel it is important to clarify why I seemed to be less engaged than usual.

During our meeting, I was experiencing [briefly explain the reason, e.g., personal challenges, health issues, etc.]. While I value our conversations and interactions greatly, I was unable to be fully present due to these circumstances.

It was never my intention to convey disinterest or inattentiveness, and I sincerely apologize if my demeanor affected our communication. I appreciate your understanding and patience during that time.

Please know that I am committed to our relationship and will ensure I am more present in our future interactions. Thank you for your consideration.

Warm regards,

[Your Name]

[Your Contact Information]