To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I hope you are doing well, and life is treating you good. It has been a long time since we last met. I want to apologize for not being able to stay in touch. Being a mother of 2 kids keeps me extremely busy. I have lost touch with several of my good friends including you. But I really want to make up for the lost time and catch up with you.

I can’t believe it has been almost 4 years since the last time we got together. Our last telephone conversation took place a year back. You have been asking me every now and then to come over to your place, but I just could not find the right time to meet you again or call you up. My youngest daughter, Sarah is very demanding. She is 2 years old now and keeps me on my toes. Managing all the housework and dealing with Sarah while carrying on with my office job takes up all my time. I hardly get a chance to socialize or catch up with old buddies. This is the reason why I haven’t been able to reply to your messages or call you up all this time. I am sure you will understand and forgive me.

I miss our college days when we used to see each other every day. However, since our graduation, life changed rapidly. Job, marriage and kids added loads to my list of responsibilities. As a result, it just kept getting harder and harder for me to maintain contact with you or other friends. I do want to stress that I have not become estranged with you for any reason. In fact, you are always in my heart. I would love to catch up with you soon.

Let’s not waste more time and get together soon. I will try to keep in touch more often this time. Hope to see you soon.

# Sincerely,

Your Name

[Title]