

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Yielding Contract Agreement

I hope this letter finds you well.

I am writing to formally yield the contract agreement dated [insert date of original agreement], between [Your Company/Your Name] and [Recipient's Company/Recipient's Name], concerning [briefly describe the subject of the contract].

As per our previous discussions, I confirm my intention to yield the aforementioned contract. This decision has been made after careful consideration, and I believe it is in the best interest of both parties. Please find attached all necessary documentation pertaining to the yielding of this contract. I kindly request your acknowledgment of this decision and any further steps we may need to undertake to formalize this change.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]