

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

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

Dear [Recipient Name],

Subject: Yielding of Contract

I hope this letter finds you well.

I am writing to formally communicate our decision to yield the contract dated [insert contract date], pertaining to [brief description of the contract].

After thorough consideration and evaluation of our current circumstances, we believe that yielding this contract is in the best interest of both parties. We appreciate the collaboration and support your team has provided throughout this period.

To proceed with the yielding, we request confirmation of receipt of this letter and any next steps required to finalize this process.

Thank you for your understanding and cooperation.

Sincerely,

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