

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Yielding Contract Notification

We are writing to inform you about the yielding contract related to [brief description of the contract or project]. As per our agreement dated [date of agreement], we are notifying you that the contract will yield effective [start date] and will conclude on [end date].

Please ensure that you comply with the terms and conditions specified in the original contract, and feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Contact Information]