

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Yielding Contract Response

I hope this letter finds you well.

I am writing to formally respond to your recent correspondence regarding [specific contract or issue]. After careful consideration, we have decided to yield to your request concerning [briefly describe the terms or conditions].

We believe that this decision aligns with our mutual interests and will help facilitate a smooth collaboration moving forward.

Please find attached any necessary documents or amendments reflecting our agreement. We are keen to proceed with the next steps and would appreciate your confirmation at your earliest convenience.

Thank you for your understanding and cooperation. Should you have any further queries, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]