

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Business Yield Reduction

We hope this letter finds you well. We are writing to inform you of an upcoming change that will affect our current business operations and yield expectations.

Due to [briefly explain reason for yield reduction, e.g., market conditions, supply chain issues, etc.], we anticipate a reduction in our yield of approximately [percentage or specific amount]. This change will take effect on [effective date].

We are committed to minimizing the impact of this reduction on our ongoing projects and partnerships. To that end, we are taking the following steps:

1. [Step 1: Describe the action being taken]
2. [Step 2: Describe the action being taken]
3. [Step 3: Describe the action being taken]

We appreciate your understanding and support during this period. Should you have any questions or need further clarification, please do not hesitate to reach out to us at [your contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]