

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that due to [reason for yield reduction], there will be a reduction in yield for [specific product or service]. Effective [effective date], the expected yield will be adjusted to [new yield amount or percentage].

We understand the impact this may have and are committed to supporting you during this transition. Please feel free to reach out with any questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]