

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

[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Yield Reduction

I hope this letter finds you well. I am writing to formally request a yield reduction for [specific item or service] due to [reason for the request, e.g., unforeseen circumstances, market changes, etc.].

[Provide a brief overview of the situation, including specific details that support your request. Mention any relevant data or previous communications if applicable.]

Given these circumstances, I kindly ask for your understanding and consideration in adjusting the yield terms accordingly. I believe this adjustment will be mutually beneficial, ensuring continued partnership and satisfaction.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Title] (if applicable)
[Your Company Name] (if applicable)