

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Notification of Yield Reduction

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inform you of a recent development concerning [specific project or crop name] that has resulted in a yield reduction.

Due to [briefly explain the reason for the reduction, e.g., adverse weather conditions, pest infestation, etc.], we have observed a decrease in yield estimates. Current projections indicate a reduction of approximately [percentage or amount of reduction] compared to previous forecasts.

This reduction will impact [mention any relevant impacts, e.g., sales, delivery schedules, etc.]. We are actively working to mitigate these effects by [briefly outline any measures being taken].

We understand the importance of this information for your planning and decision-making processes. We will keep you updated on any further developments and are committed to maintaining open lines of communication throughout this period.

Thank you for your understanding. Please feel free to reach out with any questions or concerns.

Sincerely,

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