

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request your approval for a yield reduction concerning [specific project or initiative] due to [briefly explain the reason for the yield reduction, e.g., unforeseen circumstances, changes in market conditions, etc.].

The anticipated yield reduction of [specific percentage or amount] will significantly impact [mention any relevant details regarding the importance of this reduction].

Attached are supporting documents that detail the current situation and outline the justification for this request. I believe that with your approval, we can navigate this situation effectively and continue our commitment to [mention relevant goals or standards].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Optional: Attachments]