

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

Dear [Recipient Name],

Subject: Notification of Yield Reduction

I hope this message finds you well. I am writing to formally inform you about a significant reduction in yield that has been observed in [specific area/product] due to [brief explanation of reasons, e.g., adverse weather conditions, supply chain issues, etc.].

As of [specific date], we have assessed the impact of these factors and anticipate a decrease of approximately [percentage or quantity] in yield, which will affect our ability to meet the previously agreed-upon deliverables.

We are actively implementing measures to mitigate this impact, including [brief outline of steps being taken]. However, we felt it essential to communicate this reduction to ensure transparency and facilitate any adjustments necessary on your part.

We appreciate your understanding and support during this challenging period. Please feel free to reach out if you have any questions or need further information regarding our plans moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]