

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

Dear [Recipient Name],

I am writing to formally report a reduction in crop yield for the [specific crop] on my farm located at [farm address]. Due to [briefly explain the reasons, e.g., adverse weather conditions, pests, disease], I have observed a significant decrease in the expected yield.

This year, I anticipated a yield of [expected yield amount], but due to the aforementioned factors, I am projecting a yield of [actual yield amount]. This reduction has considerable implications for my operations and financial stability.

I have taken measures to mitigate these issues, including [briefly mention any actions taken], but the challenges have persisted. I am reaching out to seek guidance on any assistance programs available or any recommendations you may have to address this situation.

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

Sincerely,

[Your Name]
[Your Farm Name, if applicable]