

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

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

Dear [Recipient's Name],

Subject: Yield Reduction Notification

I am writing to formally notify you of a reduction in yield that has been observed in [specify the product or service]. This reduction has been attributed to [briefly explain cause, e.g., adverse weather conditions, supply chain issues, etc.].

The details of the yield reduction are as follows:

- ****Current Yield:**** [Specify current yield]
- ****Previous Yield:**** [Specify previous yield]
- ****Reduction Percentage:**** [Specify the percentage reduction]
- ****Effective Date:**** [Specify the date of effect]

In response to this situation, we are taking the following measures to mitigate the impact:

1. [List measure 1]
2. [List measure 2]
3. [List measure 3]

We appreciate your understanding and support during this time. Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

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