

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Yield Reduction

We hope this message finds you well. We are writing to inform you about a recent development concerning our product yield, which may affect our business transaction going forward.

Due to [brief explanation of the reason for the yield reduction, e.g., "unexpected supply chain disruptions" or "adverse weather conditions"], we have experienced a decrease in production yield by approximately [percentage or figure, e.g., "20%"]. This reduction is temporary, and we are actively working to mitigate its impact by [mention any measures being put in place, e.g., "increasing production capacity" or "sourcing alternative materials"].

We understand that this may affect your operations, and we are committed to keeping you updated on our progress. Our anticipated timeline for recovery is [provide timeline, e.g., "the next three months"], and we are dedicated to ensuring that we meet your requirements as best as we can within these constraints.

We appreciate your understanding during this challenging time and are eager to maintain the strong partnership we have built. Please do not hesitate to reach out to us if you have any questions or need further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]