

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

Dear [Recipient Name],

Subject: Explanation of Yield Reduction

I hope this message finds you well. I am writing to inform you about a recent issue that has led to a reduction in yield within our [specific process/product/service].

[Briefly describe the situation, including relevant background information. For example, mention specific factors that have led to the yield reduction, such as equipment failure, raw material quality issues, or external influences.]

As a result of these factors, we have experienced a yield reduction of [specific percentage or amount] compared to our standard performance. We are currently investigating the issue further and are implementing corrective actions to mitigate the impact and prevent future occurrences. [Detail any immediate steps being taken to address the situation, such as adjustments in processes, quality control enhancements, or root cause analysis efforts.]

We appreciate your understanding and support as we work through this matter. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]