

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Yield Reduction Justification

I hope this message finds you well. I am writing to formally address the recent yield reduction of [specific product or service] experienced during the [specific period or event].

Due to [briefly describe the primary reasons for yield reduction, e.g., unforeseen market conditions, supply chain disruptions, equipment failures, or any relevant factors], we have encountered significant challenges that have impacted our production levels.

Despite our best efforts to mitigate these issues through [mention any measures taken, e.g., implementing process improvements, enhancing quality control, or increasing workforce training], the reduction in yield has been more pronounced than initially anticipated.

As a result, we are currently facing a [specific percentage or amount] reduction in yield, which equates to [specific numbers or metrics if applicable]. This situation has necessitated a reevaluation of our operational strategies to ensure we can provide quality products while minimizing further impacts.

We appreciate your understanding and support as we navigate these challenges. We are committed to restoring our yield levels and have developed a comprehensive plan that includes [briefly outline new strategies or adjustments planned].

Thank you for your attention to this matter. Please feel free to reach out if you require further details or wish to discuss this situation in more depth.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]