

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

Dear [Recipient Name],

Subject: Yield Reduction Notice

I hope this message finds you well.

We want to inform you about a recent development that may affect the yield of [specific product/supply/service] provided by our organization. Due to [brief explanation of the cause of yield reduction, e.g., supply chain issues, production challenges, etc.], we anticipate a reduction in yield of approximately [specific percentage or amount] over the next [time frame].

We understand the impact this may have on your operations and are taking all necessary steps to mitigate the effects, including [brief description of any measures being taken].

We are committed to keeping you informed and will provide updates as more information becomes available. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your understanding and cooperation during this time.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]