

[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 Request

I hope this message finds you well. I am writing to formally request a yield reduction for [specific product/service] due to [reason for the request, e.g., unforeseen circumstances, changes in market conditions, etc.].

As per our agreement dated [date of agreement], the current yield requirements have created [mention any specific challenges or impacts]. After careful consideration, I believe that a reduction of [specific percentage or amount] would be fair and beneficial for both parties involved.

I appreciate your understanding and consideration of this matter. I am confident that we can reach an amicable resolution that accommodates both our needs.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]