

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

Dear [Recipient's Name],

Subject: Request for Adjustment of Yield

I hope this message finds you well. I am writing to formally request an adjustment of the yield for [specific product or service] due to [brief reason for the request, e.g., market changes, production issues, etc.]. After careful analysis and consideration, it has become evident that [provide more detailed explanation of the factors necessitating the yield adjustment]. This change aims to [mention the intended outcomes, such as ensuring product quality, aligning with market standards, etc.]. We believe that adjusting the yield to [proposed yield] will greatly enhance our ability to [mention benefits, e.g., meet customer demand, improve efficiency, etc.].

I kindly ask for your prompt attention to this matter and would appreciate your feedback or suggestions regarding the suggested adjustment. Please let me know a suitable time for us to discuss this further.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]