

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Yield Adjustment Changes Notification

We hope this message finds you well.

We are writing to inform you of upcoming adjustments to our yield management practices, which will take effect on [effective date].

Due to [brief explanation of reasons for yield adjustment, e.g., market conditions, changes in demand, etc.], we have revised our yield projections. Consequently, you may notice changes in [specify areas affected, e.g., pricing, availability, etc.].

The new yield parameters are as follows:

- [Specify new yield rate or percentage]
- [Details of new pricing or terms if applicable]
- [Any additional pertinent information]

We are committed to maintaining our standards of quality and service throughout this transition. Should you have any questions or require further clarification, please do not hesitate to contact us at [your contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]