

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

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

Dear [Recipient's Name],

Subject: Request for Yield Adjustment

I hope this letter finds you well. I am writing to formally request a yield adjustment for [specific crop/product and season/year] due to [briefly explain the reason, e.g., adverse weather conditions, pest infestation, etc.].

As per the guidelines outlined in [reference any relevant policy or guideline], I believe that my situation meets the criteria for a yield adjustment. The adverse conditions experienced have significantly impacted the expected yield, resulting in [explain the consequences, i.e., financial loss, inability to meet obligations, etc.].

I have attached relevant documentation, including [list any documents you are including, such as yield reports, photographs, or weather data], to support my request.

I kindly ask that you review this request and provide guidance on the next steps in the process. I look forward to your prompt response and appreciate your attention to this matter.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]