

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

Dear [Recipient Name],

Subject: Yield Adjustment Acknowledgment

I hope this letter finds you well. We are writing to formally acknowledge the recent yield adjustment pertaining to [specific details about the yield adjustment, e.g., product name, batch number, etc.].

We appreciate your timely communication regarding this matter and confirm our understanding of the adjusted yield of [specify adjusted yield] as outlined in your correspondence dated [date of recipient's correspondence].

Please note that we have updated our records accordingly and will ensure that all relevant processes reflect this change. If there are any further adjustments or updates needed, do not hesitate to reach out.

Thank you for your cooperation and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]