

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

Dear [Recipient Name],

Subject: Yield Adjustment Justification

I am writing to formally request an adjustment to the yield figures for [specific project or initiative] due to [brief explanation of the reasons for yield adjustment].

The following factors have contributed to the need for this adjustment:

1. **[Reason 1]** - [Detailed explanation of reason 1].
2. **[Reason 2]** - [Detailed explanation of reason 2].
3. **[Reason 3]** - [Detailed explanation of reason 3].

Based on the assessment of these factors, I believe that an adjustment of [specify the amount or percentage] is both warranted and necessary to accurately reflect the true performance of the project.

I have attached supporting documents to substantiate my request. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for considering this adjustment.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]