

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

Subject: Yield Adjustment Request

Dear [Regulatory Authority's Contact Name],

I hope this letter finds you well.

We are writing to formally request a yield adjustment for [specific product/service or project name] in accordance to [cite relevant regulation or guideline]. Due to [briefly explain reason for yield adjustment, e.g., unexpected market conditions, changes in production efficiency, etc.], we believe that an adjustment is necessary to align with current operational capabilities and market standards.

Details of the Adjustment:

- Current Yield: [insert current yield]
- Proposed Yield: [insert proposed yield]
- Justification: [provide a brief explanation of the reasons for the adjustment]

We have attached all necessary documentation and data to support our request, including [list attached documents, e.g., production reports, market analysis, etc.].

We appreciate your attention to this matter and look forward to your timely response. Should you need further information or wish to discuss this request in detail, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for considering our request.

Sincerely,

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