

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally yield [specific matter or subject] as per our recent discussions. After careful consideration, I believe this decision will benefit both parties.

Please let me know if you require any further information or if there are any next steps we need to address.

Thank you for your understanding and support.

Sincerely,
[Your Name]