

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally yield  
[specific request or issue] due to [brief reason for yielding].

I appreciate your understanding and support regarding this matter. Please  
let me know if there are any further steps I need to take.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]