

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 discuss [specific issue or situation]. After careful consideration, I have decided to yield [specific request or decision you are yielding on].

I believe this decision will [explain the rationale briefly]. I appreciate your understanding and support regarding this matter.

Thank you for your attention to this issue. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,  
[Your Name]