

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

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

Subject: Yielding Letter in Dispute

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally address the ongoing dispute regarding [briefly describe the nature of the dispute]. After careful consideration and reflection on the matter, I have decided to yield on certain points in order to facilitate a resolution.

[Explain the reasons for yielding and any terms or conditions related to your decision, if applicable.]

I believe that this course of action will not only help in settling the current dispute but also foster a more amicable working relationship going forward.

Please confirm your receipt of this letter and your agreement to the terms outlined herein by [specific date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]