

Important Recall Announcement

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you about a recall of [Product Name], which was purchased on [Purchase Date] at [Store/Website]. Your safety and satisfaction are our top priorities, and we are taking this action to ensure your well-being.

It has come to our attention that [brief description of the issue, e.g., a defect, safety concern]. We advise you to discontinue use of the product immediately and return it to the place of purchase or follow the instructions below for a return.

Return Instructions:

- Return the product to [Return Location].
- For online purchases, contact our customer service at [Customer Service Phone Number] or [Customer Service Email] for instructions on how to return the product by mail.

As a token of our apology and to ensure your satisfaction, we are offering [details about compensation, e.g., a full refund, replacement, or store credit].

If you have any questions or concerns, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address]. We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Website]