

Product Recall Confirmation

Date: [Insert Date]

To: [Retailer Name]

Address: [Retailer Address]

Dear [Retailer Name],

We are writing to formally confirm the recall of our product, [Product Name], due to [brief explanation of the reason for the recall]. Your safety and satisfaction are our top priorities, and we are taking the necessary steps to address this issue promptly.

As a valued partner, we require your assistance in the recall process:

- Immediately remove all units of [Product Name] from your shelves.
- Notify your staff about the recall and provide them with the necessary information.
- Return any remaining stock to our distribution center using the provided instructions.

We appreciate your cooperation in this matter. Please do not hesitate to reach out to us at [Contact Information] should you have any questions or require further assistance.

Thank you for your immediate attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]