

Product Recall Notice

Date: [Insert Date]

To: [Customer Name]

From: [Company Name]

Subject: Risk Assessment and Product Recall

Dear [Customer Name],

We are writing to inform you about a recent risk assessment conducted on our product, [Product Name], which was purchased on [Purchase Date]. During our ongoing quality checks, we identified potential risks associated with the product that may affect its performance and user safety.

As a precautionary measure, we are issuing a voluntary recall of [Product Name]. We highly recommend that you cease using the product immediately. To facilitate the return process, please follow the instructions below:

1. Visit our recall website: [Insert URL]
2. Provide your purchase details.
3. Follow the instructions to return the product.

We apologize for any inconvenience this may cause and are committed to ensuring your safety. All customers who return the product will receive a full refund or replacement, whichever you prefer.

If you have any questions or concerns, please contact our customer service at [Customer Service Phone Number] or email us at [Customer Service Email].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Contact Information]