

Important Safety Recall Notice

Date: [Date]

Dear Valued Customer,

We are writing to inform you about a product safety recall for our [Product Name], which was purchased between [Start Date] and [End Date]. This recall has been issued due to [brief description of the safety issue].

Your safety is our top priority, and we are committed to resolving this issue promptly. We ask that you immediately stop using the product and follow the steps outlined below:

1. Check the model number and serial number of your product.
2. If your product is affected, please contact our customer service at [Customer Service Phone Number] or visit our website at [Website URL] for further instructions.
3. Return the product to [Return Address or Instructions].

As a token of our appreciation for your cooperation, we will be offering [Compensation Details].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter.

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]