

Voluntary Recall Notification

Date: [Insert Date]

To: [Retailer/Customer Name]

Address: [Retailer/Customer Address]

Dear [Retailer/Customer Name],

We are writing to inform you about a voluntary recall of our product, [Product Name], manufactured on [Manufacturing Date] with batch number [Batch Number]. This decision is prompted by [brief description of the issue, e.g., a potential safety concern, defective component, etc.].

While there have been no reported incidents associated with this issue, we recommend that you discontinue the use of [Product Name] immediately. Please take the following steps:

- Stop using the product.
- Return the product to the place of purchase for a full refund or exchange.
- Contact us at [Customer Service Phone Number] or [Email Address] for further information.

We sincerely apologize for any inconvenience this may cause. The safety and satisfaction of our customers is our utmost priority.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]