

# Safety Recall Advisory

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company/Organization Name]

[Insert Address]

Dear [Insert Recipient Name],

We are writing to inform you of a voluntary recall of [Insert Product Name or Description] due to potential safety concerns that could impact consumer health. This decision was made after careful consideration and is aimed at ensuring the safety and well-being of our valued customers.

The product in question may be affected by [briefly describe the issue, e.g., contamination, incorrect labeling, etc.]. As a precautionary measure, we recommend that you immediately cease the use of this product and adhere to the following steps:

1. Identify any remaining stock of the affected product.
2. Quarantine the product to prevent consumption.
3. Follow the return instructions outlined in this notice.

We kindly request that all affected products be returned to us by [insert deadline]. For any questions regarding this recall, please contact us at [insert contact information]. We appreciate your understanding and cooperation during this process.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]