

Product Safety Alert

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Company Name]

Subject: Urgent Product Safety Notification

Dear [Recipient Name],

We are writing to inform you of a critical safety alert regarding our pharmaceutical product, [Product Name], with lot number [Lot Number].

It has come to our attention that [briefly describe the safety concern, e.g., potential contamination, incorrect dosage, side effects, etc.]. This issue poses a serious risk to patient health and must be addressed immediately.

We advise you to take the following actions:

- Immediately cease usage of the affected product.
- Return any remaining stock to your supplier.
- Monitor any patients who may have been exposed to the product and report any adverse effects.

If you have any questions or require further assistance, please contact our customer service at [Insert Phone Number] or [Insert Email Address]. Your safety and the safety of your patients is our top priority.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]