

Recall Communication Letter

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Urgent Recall Notice for Affected Drug Batches

Dear [Recipient Name],

We are writing to inform you about an important safety recall concerning specific batches of our product, [Product Name], due to [reason for recall, e.g., contamination, formulation error]. The affected batch numbers are as follows:

- [Batch Number 1]
- [Batch Number 2]
- [Batch Number 3]

This recall is being conducted to ensure the safety and well-being of our customers. We kindly ask you to take the following actions:

1. Immediately cease the sale and distribution of the affected batches.
2. Contact us to arrange for the return of any remaining stock of the affected products.
3. Advise your customers to discontinue use and return the product as necessary.

We sincerely apologize for any inconvenience this may cause and appreciate your urgent attention to this matter. If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]