

# Medication Recall Update

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important update regarding the recent recall of [Medication Name]. As part of our commitment to your health and safety, we want to ensure that you are fully informed about the situation and the necessary next steps.

## Recall Details

On [date of recall announcement], it was announced that [Medication Name] has been recalled due to [reason for recall]. This recall affects lots [list affected lots].

## Next Steps

1. Please check your medication supply for any affected lots.
2. If you have any of the recalled medication, discontinue use immediately.
3. Contact your healthcare provider to discuss alternative treatment options.
4. Return the recalled medication to your pharmacy or send it to the address provided below:
  - o [Pharmacy/Manufacturer Name]
  - o [Return Address]
5. For more information, you can reach our customer service at [phone number] or visit our website at [website URL].

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

Thank you for your attention to this important update.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]