

# Immediate Product Recall Notification

**Date:** [Insert Date]

**To:** [Distributor's Name]

**From:** [Your Company's Name]

**Subject:** Immediate Product Recall Instructions

Dear [Distributor's Name],

We are writing to inform you of an immediate recall of our product, [Product Name], which is distributed to your location. This action is due to [reason for recall, e.g., safety concerns, contamination issues, etc.].

## Instructions for Distributors:

1. Cease the distribution and sale of the affected product immediately.
2. Remove all inventory of [Product Name] from your shelves.
3. Contact your customers who have purchased this product, informing them of the recall.
4. Return all remaining stock of [Product Name] to our company using the instructions provided below:

## Return Instructions:

1. Package the product securely to prevent damage.
2. Ship the items to the following address:

[Your Company's Recall Address]

3. Include a copy of this letter with your return shipment.

We apologize for any inconvenience this may cause and appreciate your immediate attention to this matter. Please confirm receipt of this letter and your compliance with the recall instructions by contacting us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]  
[Your Contact Information]