

Official Notice of Product Recall

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Name],

We are writing to formally inform you of a recall concerning specific products supplied by your company. After a recent quality assurance review, it has come to our attention that the following products need to be recalled due to [reason for recall, e.g., safety concerns, defective materials, etc.]:

- [Product Name and Description]
- [Product Name and Description]
- [Product Name and Description]

We request your immediate cooperation to ensure the return of these products. Please take the following actions:

1. Cease any further distribution or sale of the affected products.
2. Provide us with a complete list of sales and distribution records related to the recalled products.
3. Coordinate with our team to arrange for the return and disposal of the recalled items.

We appreciate your prompt attention to this matter and look forward to your cooperation. For any questions or further clarification, please contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]