

Product Recall Notification

Date: [Insert Date]

To: [Vendor Name] [Vendor Address]

Dear [Vendor Name],

We are writing to inform you of a product recall concerning our product, [Product Name], with the lot number [Lot Number]. This decision has been made due to [Brief Reason for Recall].

We request that you immediately cease the sale of this product and return any remaining inventory to us. Please follow the instructions below to ensure a smooth return process:

- Identify all affected products in your inventory.
- Cease sales and distribution of the recalled product.
- Contact us at [Contact Information] to arrange for the return of the product.

We apologize for any inconvenience this may cause and appreciate your cooperation in ensuring the safety of our customers. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]