Product Return Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I am writing to formally request the return of a product that I purchased from your company, which has been recalled due to [reason for recall]. The details of the product are as follows:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Purchase Date: [Insert Purchase Date]
- Order Number: [Insert Order Number]

In compliance with your recall notice, I would like to initiate the return process and request a refund or replacement as per the policy outlined in your communication.

Please let me know the steps I need to follow to return the product and obtain my refund or replacement. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]