

# Product Safety Concern Notification

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you about a serious safety concern regarding one of your products, [Product Name/ID]. We have identified potential risks that may affect the safety and well-being of our customers.

Details of the Concern:

- Issue: [Describe the specific safety issue]
- Product batch/lot number: [Insert batch/lot number]
- Potential risks: [List potential risks]

We urge you to investigate this matter immediately and provide us with your findings and actions taken to address this issue by [Response Deadline]. Failure to respond may result in further actions that could include product recalls or other necessary measures to protect consumer safety.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]