

Important Safety Recall Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Urgent: Product Safety Recall Notice

Dear [Supplier Contact Name],

We are writing to inform you about a serious safety issue regarding a product that you supplied to us, identified as [Product Name/ID]. It has come to our attention that this product may pose a risk to consumer safety due to [briefly state reason for recall].

As a precautionary measure, we are initiating a product recall effective immediately. We kindly request your cooperation in the following actions:

- Cease distribution and sales of the recalled product.
- Identify and quarantine any remaining product in your inventory.
- Provide us with the number of units affected and any sales data pertaining to this product.
- Assist in notifying customers and retailers about the recall as necessary.

Please respond to this alert within [insert time frame] to confirm your receipt and understanding of these instructions. We appreciate your prompt attention to this critical matter and your commitment to consumer safety.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]