

Urgent Product Recall Announcement

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Urgent Product Recall Notification

Dear [Supplier Name],

We are writing to inform you of an urgent product recall that affects one of our products, [Product Name/ID]. It has come to our attention that [briefly describe the reason for the recall, e.g., potential defect, safety issue].

In order to ensure the safety of our customers and maintain the integrity of our brand, we request your immediate cooperation in the following actions:

- Cease the distribution and sale of [Product Name/ID] effective immediately.
- Return any unsold inventory and provide us with a report on the status of distributed products.
- Notify your teams and any affected retailers to halt sales and return products as necessary.

We understand that this may cause disruptions, and we appreciate your immediate attention to this critical matter. Please confirm receipt of this notification and your compliance with the outlined actions by [Specify Deadline].

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]