

Product Withdrawal Notification

Date: [Insert Date]

Vendor Name: [Vendor Name]

Vendor Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. This letter serves to formally notify you of the withdrawal of the following product(s) from our inventory:

- Product Name: [Product Name]
- Product Code: [Product Code]
- Reason for Withdrawal: [Reason]

We request that you take the necessary steps to remove the affected product(s) from your distribution channels immediately. Please confirm the receipt of this notification and your understanding of the need to cease all sales of the above mentioned product(s).

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]