

# Vendor Recall Update

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you of a recall update regarding the following affected items:

- Item Name 1 - SKU: [SKU Number]
- Item Name 2 - SKU: [SKU Number]
- Item Name 3 - SKU: [SKU Number]

It has come to our attention that these items may pose a risk due to [brief description of the issue]. We are taking this situation very seriously and have initiated the recall process.

Please provide us with the following information by [response deadline]:

- Current inventory levels of the affected items.
- Status of any shipments containing the affected items.
- Any returns that have already been processed.

We appreciate your cooperation and prompt attention to this matter. Please feel free to contact us at [Your Phone Number] or [Your Email] if you have any questions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]