

# Vendor Product Recall Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We acknowledge receipt of your notification regarding the product recall for [Product Name/Description] with the following details:

- **Recall Date:** [Insert Recall Date]
- **Reason for Recall:** [Insert Reason]
- **Batch/Lot Number:** [Insert Lot Number]

We take product safety seriously and are taking the necessary steps to comply with this recall. Please provide us with any further information or instructions regarding this matter.

Thank you for your prompt attention to this critical issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]