

# Vendor Product Recall Action Plan

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Product Recall Action Plan

Dear [Vendor Name],

We are writing to inform you of the recall of the following product(s):

- Product Name: [Insert Product Name]
- SKU/Item Number: [Insert SKU/Item Number]
- Batch/Barcode Number: [Insert Batch/Barcode Number]
- Reason for Recall: [Briefly explain reason]

In accordance with our recall procedure, we would like you to take the following actions:

1. Immediately cease sale and distribution of the affected product(s).
2. Notify all direct customers of the recall and instruct them to return the product(s).
3. Implement a tracking mechanism to monitor the return of the recalled product(s).
4. Provide us with updates on the progress of the recall.
5. Supply a report detailing the actions taken and any feedback from customers.

Please confirm receipt of this letter and your understanding of the actions required. We appreciate your prompt attention to this matter and your cooperation in ensuring the safety and satisfaction of our customers.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]