

# Product Recall Compliance Confirmation

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to confirm our compliance with the recent product recall notice regarding [Product Name]. We acknowledge the seriousness of this issue and have taken the necessary steps to ensure that all affected products are removed from circulation.

As part of our compliance process, we have identified and segregated the recalled items from our inventory. We have also notified our distribution channels to prevent any further distribution of the affected product.

Your prompt communication regarding this recall is greatly appreciated. Please confirm the next steps we should follow in regard to returning the affected products and any additional information required for compliance.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]