

Vendor Product Recall Documentation Submission

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter serves to formally submit the documentation required for the recall of [Product Name], with the batch number [Batch Number], which was identified for potential [reason for recall, e.g., contamination, defect].

Enclosed you will find the following documents:

- Recall Notification Letter
- Product Recall Report
- Inventory Control Records
- Consumer Notification Plan
- Corrective Action Plan

We understand the seriousness of this matter and are dedicated to addressing it promptly. We appreciate your cooperation and support in this recall process. Please feel free to contact us at [Your Contact Information] if you require any further information.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]