

Product Recall Feedback Request

Dear [Vendor Name],

We hope this message finds you well. As you are aware, we recently issued a recall for [Product Name], which was supplied by your company. In order to enhance our quality control measures and prevent future occurrences, we are seeking your feedback regarding this matter.

Please take a moment to answer the following questions:

1. What was your initial reaction upon hearing about the recall?
2. Do you have any insights about the root cause of the issue?
3. What steps have you taken to address the recall?
4. How can we improve our partnership to better manage such situations going forward?

Your feedback is invaluable to us and will greatly assist in our continuous improvement efforts. We appreciate your cooperation and look forward to your prompt response by [Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Contact Information]