

Product Recall Follow-Up

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Follow-Up on Product Recall Notice

Dear [Vendor Contact Name],

We are writing to follow up on the recent product recall notice issued for [Product Name/Description]. We appreciate your prompt communication regarding this matter and would like to discuss the next steps to ensure a smooth resolution.

Please provide us with updates on the following:

- The expected timeline for the removal of the affected products from the market.
- Details regarding the refund or replacement process for customers.
- Any additional information that may assist us in our efforts to inform our customers effectively.

We value our partnership and are committed to working together to resolve this issue promptly. Please respond at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]