

# Vendor Product Recall Notification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you of a product recall concerning [Product Name], with the product code [Product Code]. This decision has been made due to [brief explanation of the reason for the recall, e.g., safety concerns, contamination, etc.].

Your safety is our priority, and we are committed to addressing any potential issues associated with this product. We request that you immediately cease using [Product Name] and return any unused units to us for a full refund or replacement.

To facilitate the return process, please follow these steps:

1. Contact our customer service at [Customer Service Phone Number] or [Customer Service Email] to initiate the return.
2. Package the product securely to avoid damage during shipping.
3. Send the packaged product to the following address: [Return Address]

We apologize for any inconvenience this may have caused and appreciate your cooperation in ensuring the safety of our customers.

If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]