

Vendor Product Recall Resolution Update

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Update on Product Recall Resolution

Dear [Vendor Contact Name],

We are writing to provide you with an update regarding the recent product recall associated with [Product Name/Description]. As part of our commitment to maintaining product safety and quality, we have taken the following steps to address the issue:

- Identified the root cause of the recall.
- Implemented corrective actions to prevent recurrence.
- Communicated with affected customers and provided them with guidance.
- Conducted a thorough review of our inventory and removed the affected products.

We appreciate your cooperation and commitment to resolving this matter efficiently. We would also like to request any further information or actions needed from your side to ensure the resolution is successful.

Please feel free to reach out if you have questions or require additional details. We look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]