

Product Recall Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Name],

We are writing to formally notify you of a product recall concerning [Product Name] with lot number [Lot Number]. This action is necessary due to [reason for recall, e.g., safety concerns, contamination, etc.].

We take the safety of our customers seriously and require your prompt cooperation in the following actions:

- Immediately cease distribution and sale of the affected product.
- Identify and notify all customers who may have received the recalled product.
- Provide us with the details of your inventory concerning the affected lot.
- Ensure that all recalled products are returned to [Your Company Name] in a safe manner.

Please confirm the receipt of this notification and your intentions regarding the actions outlined above by [insert response deadline]. We appreciate your cooperation in this matter and look forward to resolving it swiftly.

If you have any questions, please feel free to contact us at [Your Contact Information].

Thank you for your immediate attention to this critical matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]