

URGENT: Product Recall Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Urgent Product Recall Notice

Dear [Vendor Contact Name],

We are writing to inform you of an urgent product recall concerning [Product Name], which was distributed by your company. This recall is necessary due to [reason for recall, e.g., safety concerns, contamination, etc.].

It is crucial that you take immediate action to address this situation. Please follow these steps:

- Cease all sales and distribution of the affected product immediately.
- Identify and quarantine any remaining inventory.
- Notify all customers and retailers of the recall.
- Provide details regarding the return and disposal process for the recalled products.

We appreciate your prompt attention to this matter and request a response by [insert deadline date] to confirm receipt of this notice and your action plan. If you have any questions, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]