

# **Important: Immediate Product Recall Instructions**

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an immediate recall of our product, [Product Name], due to [reason for recall]. Your safety and satisfaction are our top priorities, and we are committed to resolving this matter promptly.

## **Immediate Actions Required:**

1. Cease all usage of the product immediately.
2. Isolate the product to prevent further usage or distribution.
3. Contact our customer service team at [Contact Number] or [Email] for further instructions on returning the product.
4. Complete the attached recall acknowledgment form and return it to us at your earliest convenience.

## **What We Are Doing:**

We are conducting a thorough investigation to ensure this issue is resolved and have implemented additional safety measures moving forward.

Your cooperation in this recall is greatly appreciated. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]