

# Product Recall Notification

Date: [Insert Date]

Dear Stakeholders,

We are reaching out to inform you of a product recall regarding [Product Name], which was distributed from [Start Date] to [End Date]. This decision was made in light of recent findings that indicated [brief description of the issue].

As stakeholders, your role in the distribution and management of our products is invaluable. We urge you to assist us in this recall process by taking the following actions:

- Review your inventory to identify any affected products.
- Cease the further distribution of [Product Name] immediately.
- Inform customers who may have purchased the product about the recall.

We are committed to ensuring the safety and satisfaction of our customers and stakeholders. As part of our recall process, we will provide [details about refund/replacement process, if applicable].

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter, and for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]