

Important Product Recall Notification

Dear [Customer's Name],

We are reaching out to you regarding a product recall initiated by [Company Name] for the [Product Name] with the batch number [Batch Number], purchased on [Purchase Date].

It has come to our attention that this product may pose a safety risk due to [reason for recall]. For your safety, we urge you to stop using the product immediately and follow the instructions below:

Instructions for Return

1. Please check your purchase receipt for the affected product.
2. Pack the product securely in its original packaging.
3. Contact our customer service at [Customer Service Phone Number] or [Customer Service Email] to initiate the return process.

We sincerely apologize for any inconvenience this may cause and value your safety and trust in our products. If you have any questions or concerns, feel free to contact us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]