

Product Recall Update

Date: [Insert Date]

To: [Retailer Name]

From: [Your Company Name]

Subject: Important Update on Product Recall

Dear [Retailer Name],

We are writing to provide you with an important update regarding the recent product recall of [Product Name/Description], which was initiated on [Recall Initiation Date]. We appreciate your cooperation and commitment to consumer safety during this time.

As of [Current Update Date], we have taken the following actions:

- Enhanced communication with affected customers to inform them about the recall.
- Increased quantity of returned products processed.
- Collaborated with health authorities to ensure compliance with safety standards.

Please ensure that any remaining inventory of the recalled product is promptly returned to [Company Name] and replaced with updated products, as per our previous communications.

For any questions, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this important matter and for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]