

Public Notice: Product Recall

Date: [Insert Date]

To Our Valued Customers,

We are writing to inform you of a product recall for [Product Name], produced by [Company Name]. This action is being taken due to [reason for recall, e.g., safety concerns, quality issues].

The affected products were sold between [Start Date] and [End Date]. Please reference the batch numbers [Batch Numbers] to identify any products you may have purchased.

We advise all customers who have purchased this product to stop using it immediately and return it to your place of purchase for a full refund.

If you have any questions or need further assistance, please contact our customer service at [Phone Number] or [Email Address].

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]