

Important Product Recall Notice

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a voluntary recall of our product, [Product Name], with the following details:

- Product Name: [Product Name]
- Product Code: [Product Code]
- Batch Number: [Batch Number]
- Expiration Date: [Expiration Date]

This recall is being initiated due to [reason for recall, e.g., potential contamination, mislabeling, etc.]. We take the safety and well-being of our customers very seriously and are committed to ensuring that our products meet the highest standards.

We kindly ask you to stop using the affected product immediately and to return it to your place of purchase for a full refund or exchange. If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

We sincerely apologize for any inconvenience this may cause and thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]