

Product Recall Advisory

Date: [Insert Date]

To: [Partner's Name]
[Partner's Company]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to inform you of a critical product recall affecting [Product Name] that may impact our partnership and your operations. Due to [reason for recall, e.g., safety concerns, contamination, etc.], we have taken immediate steps to ensure the safety and satisfaction of our customers.

The details of the recall are as follows:

- **Product Name:** [Product Name]
- **Product ID:** [Product ID]
- **Lot Numbers:** [Affected Lot Numbers]
- **Recall Date:** [Recall Date]

We ask that you cease distribution and sales of the affected product immediately. Please return any remaining inventory to [return instructions or address]. We will ensure all necessary arrangements are made for the return process.

Our team is available to assist with any questions or concerns regarding this recall. Please contact us at [Contact Information] for further details.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company's Name]
[Your Contact Information]