

# Product Recall Notification

Date: [Insert Date]

Dear Valued Customers,

We are writing to inform you of an immediate recall of [Product Name], which was sold between [Start Date] and [End Date]. This action is being taken to protect your safety and health.

Reason for Recall: [Briefly explain the reason for the recall, e.g., contamination, manufacturing defect, etc.]

If you have purchased this product, we strongly advise that you stop using it immediately. Please follow these steps for returning the product:

1. Check the product packaging for the batch number: [Insert batch numbers].
2. Return the product to the store of purchase for a full refund.
3. If you have any questions or concerns, please contact our customer service at [Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we address this important matter. Your safety is our top priority.

Thank you for your immediate attention to this matter.

Best regards,

[Your Company Name]

[Your Company Contact Information]