

# Official Product Recall Notice

Date: [Insert Date]

To: [Distributor Name]

Address: [Distributor Address]

Dear [Distributor Name],

We are writing to inform you of an important product recall affecting one of our items: [Product Name and Description]. This measure has been taken to ensure the safety and wellbeing of our consumers.

The recall is initiated due to [brief explanation of the issue, e.g., potential safety risks, quality concerns]. As such, we request that you immediately cease the distribution and sale of the affected product.

We kindly ask you to follow these steps:

1. Take inventory of all units of the affected product.
2. Quarantine the product to prevent further distribution.
3. Inform your staff about the recall and necessary precautions.
4. Return all units of the affected product to us by [return deadline].

We sincerely apologize for any inconvenience this may cause and appreciate your cooperation in this matter. For more information, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this serious issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]