

Urgent Product Recall Notice

Date: [Insert Date]

To: [Retailer Name]

Address: [Retailer Address]

Dear [Retailer Name],

We are writing to inform you about an urgent situation concerning the product(s) listed below that you may have in your inventory:

- Product Name: [Insert Product Name]
- SKU: [Insert SKU]
- Batch/Lot Number: [Insert Batch/Lot Number]

It has come to our attention that the product(s) may pose a safety risk due to [briefly explain issue, e.g., contamination, defects, etc.]. We recommend that you immediately remove these items from your sales floor and cease further distribution.

Please follow these steps for the recall process:

1. Remove the affected product(s) from your inventory.
2. Complete the attached recall acknowledgment form.
3. Return the recalled product(s) to [Company Name/Department] by [Return Date].

We deeply regret any inconvenience this may cause and appreciate your immediate cooperation in this matter. If you have any questions or require further assistance, please do not hesitate to contact [Contact Name] at [Contact Phone Number] or [Contact Email].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email]