

# Letter of Appeal for Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for a resolution regarding the recent recall of [Product Name/Model] due to [briefly describe reason for recall]. As a loyal customer of your brand, I have always held your products in high regard, and I was disappointed to learn of this situation.

On [Purchase Date], I purchased the aforementioned product from [Store Name or Website]. Since the recall announcement, I have been following your instructions and have refrained from using the product. I would appreciate guidance on how best to proceed in resolving this issue as quickly as possible.

I kindly request [mention your desired resolution, e.g., a refund, replacement, etc.], as it is important for me to ensure my safety and satisfaction with your product. Please let me know if you require any additional information or documentation to process my appeal.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]