

# **Inquiry About Product Recall Compensation**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about the recent product recall involving [specific product name or description]. I purchased this item on [purchase date] and have received notification regarding the recall.

I would like to understand the process for claiming compensation and any steps I need to follow to submit my claim. Additionally, could you please provide information on the criteria used for determining the compensation amount?

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

Sincerely,

[Your Name]