

Immediate Action Required: Product Issue

To Whom It May Concern,

We are writing to inform you of an urgent issue regarding our product, [Product Name], which has been reported to have [specific issue]. This situation requires immediate attention and action on your part.

Details of the issue are as follows:

- **Product ID:** [Product ID]
- **Date of Purchase:** [Date]
- **Description of Issue:** [Description]

To resolve this issue, please take the following steps:

1. [Step 1]
2. [Step 2]
3. [Step 3]

We appreciate your immediate attention to this matter and request that you respond by [Response Deadline]. If you have any questions, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]