

Notification of Product Expiration

Dear [Recipient's Name],

We are writing to inform you that we have received your recent product shipment, and upon inspection, we have found that one or more items have surpassed their expiration date.

Details of the affected product(s):

- Product Name: [Product Name]
- Expiration Date: [Expiration Date]
- Batch Number: [Batch Number]

We understand the importance of having fresh and safe products for our customers. As a result, we ask that you please address this issue at your earliest convenience. We can arrange for the return of these products and discuss potential replacements.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]