

# Product Issue Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Product Issue

Dear [Recipient Name],

We are reaching out to inform you about a recent issue identified with our product, [Product Name/Model]. We take quality and customer satisfaction seriously, and we are committed to resolving this matter promptly.

The issue is as follows:

- [Brief Description of the Issue]
- [Any Relevant Information or Impact]

To address this issue, we recommend the following steps:

- [Recommended Action 1]
- [Recommended Action 2]

If you have any questions or require further assistance, please don't hesitate to contact us at [Contact Information].

We apologize for any inconvenience this may have caused and appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]