

Product Recall Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request a recall of our product, [Product Name], due to [briefly explain the reason for the recall, e.g., safety concerns, identified defects].

On [date of identification], it was discovered that [provide details about the issue and its impact]. As a responsible company, we take such matters very seriously and are committed to resolving this issue promptly.

We request that you assist us by [describe specific actions you want the recipient to take, e.g., stopping sales, notifying customers]. Our team is prepared to work closely with you throughout this process to ensure safety and compliance.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]