

Important Product Recall Notice

Dear Valued Customer,

We are writing to inform you about a recall of the following product:

- **Product Name:** XYZ Widget
- **Product Code:** 12345
- **Purchase Date:** Between January 1, 2023, and September 30, 2023

Due to safety concerns associated with this product, we request that you follow the instructions below:

Recall Instructions:

1. Immediately stop using the XYZ Widget.
2. Verify if your product is affected by checking the product code on the packaging.
3. If your product is affected, please take the following steps:
 - Pack the item securely in its original packaging.
 - Include a note with your name, address, and contact information.
4. Return the product to the address provided below:

Return Address:

Customer Returns Department
123 Main St.
Townsville, ST 12345

5. You will receive a full refund within 14 business days of receipt of the returned item.

For any questions or additional information, please contact our Customer Service at:

Phone: 1-800-555-0199

Email: support@company.com

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue.

Thank you for your attention to this important matter.

Sincerely,
The Customer Safety Team
XYZ Company