

Product Recall Notification

Date: [Insert Date]

To: [Distributor Name]

Address: [Distributor Address]

Dear [Distributor Name],

We are writing to inform you of a product recall that has been initiated for [Product Name], with a lot number of [Lot Number]. This decision was made due to [Reason for Recall]. The health and safety of our customers is our highest priority.

Guidelines for Recall Process

1. Immediately cease the distribution of the affected product.
2. Identify and remove any remaining stock from your inventory.
3. Notify all customers who have received the affected product.
4. Return all affected products to [Company Name] at the address provided below.
5. Complete and return the attached recall acknowledgment form by [Insert Due Date].

Contact Information

For any questions or further assistance, please contact:

[Your Name]

[Your Title]

[Company Name]

Phone: [Your Phone Number]

Email: [Your Email Address]

Thank you for your prompt attention to this matter. We appreciate your cooperation in ensuring the safety of our customers.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]