

Product Recall Notice

Date: [Insert Date]

Dear [Customer Name],

We are reaching out to inform you about an important matter regarding a product you have purchased from us. After careful consideration, we have decided to initiate a recall for the following product:

Product Name: [Insert Product Name]

Model/Batch Number: [Insert Model/Batch Number]

Reason for Recall: [Insert Reason for Recall]

Your safety is our top priority. Therefore, we request that you refrain from using this product immediately. Please follow the steps outlined below to return the product for a full refund or replacement:

1. Contact our customer service team at [Insert Phone Number] or [Insert Email Address].
2. Provide your purchase details including your order number and the date of purchase.
3. Follow any further instructions provided by our customer service representative.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter. Should you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]