

Important Product Recall Notice

Dear Valued Consumer,

We regret to inform you that a recall has been issued for [Product Name], which you purchased on [Purchase Date]. This decision was made to ensure your safety and satisfaction.

We kindly request your assistance in this matter by providing us with the following information:

- Your name and contact information
- Purchase receipt or proof of purchase
- Product batch number

Please respond to this request by [Response Deadline] for further instructions on how to return the product.

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

Thank you for your attention.

Sincerely,
[Your Company Name]
[Your Company Contact Information]