

Urgent Product Recall Announcement

Date: [Insert Date]

Dear Retail Partner,

We are writing to inform you of an important and urgent matter regarding one of our products: [Product Name, Product Code]. It has come to our attention that this product may pose a safety risk due to [briefly describe the issue, e.g., contamination, defect].

As a precaution, we are issuing a voluntary recall of this product, effective immediately. We ask that you cease sales and remove any remaining inventory from your shelves. Please ensure that all employees are informed of this recall and are prepared to assist customers as needed.

To facilitate a smooth recall process, we kindly request your cooperation in the following steps:

1. Remove the affected product from your sales floor.
2. Contact your customers if they have purchased this product.
3. Return any unsold product from your inventory to us. Please use the following instructions: [insert return instructions].

We deeply regret any inconvenience this may cause and appreciate your immediate attention to this matter. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company]