

Significant Safety Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Company Name]

Subject: Important Safety Information

Dear [Recipient Name],

We are writing to inform you of an important safety notice regarding [specific product/situation]. It has come to our attention that [briefly describe the safety issue].

For your safety and the safety of others, we urge you to [provide necessary actions that recipients should take, such as stopping the use of the product, returning it, etc.].

We are committed to ensuring the well-being of our customers and are taking immediate action to resolve this issue. Please do not hesitate to contact us at [your phone number/email] should you have any questions or require further assistance.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]