

Recall Announcement Notification

Date: [Insert Date]

Dear [Consumer's Name],

We are writing to inform you of an important safety recall involving one of our products. Your safety and satisfaction are our top priorities. Therefore, we urge you to take immediate action regarding this matter.

Product Details:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Date of Purchase: [Insert Purchase Date]

Reason for Recall:

[Briefly explain the reason for the recall and any potential risks associated with the product.]

Next Steps:

Please follow the steps below to ensure your safety:

1. Stop using the product immediately.
2. Contact us at [Insert Contact Information] to initiate the return process.
3. Provide proof of purchase if available.

We apologize for any inconvenience this may cause and appreciate your prompt attention to this matter. Your safety is our primary concern.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]