

# Critical Product Withdrawal Notice

Date: [Insert Date]

To: [Distributor's Name]

[Distributor's Address]

[City, State, Zip Code]

Dear [Distributor's Name],

We are writing to inform you about a critical product withdrawal concerning [Product Name/Description]. As a precautionary measure, we have decided to withdraw this product from the market due to [reason for withdrawal, e.g., safety concerns, quality issues].

We request that you immediately cease the sale and distribution of [Product Name] and ensure that all existing stock is returned to us by [return deadline]. Please follow the instructions below for the return process:

- Contact our customer service at [Customer Service Phone Number] to arrange the return.
- Complete the attached return authorization form.
- Package the product securely and send it to the address provided in the form.

Your cooperation in this matter is crucial to ensure the safety and satisfaction of all customers. We sincerely apologize for any inconvenience this may cause and appreciate your understanding and prompt action.

If you have any questions or need further assistance, please do not hesitate to contact us at [Company Phone Number] or [Company Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]