

Emergency Product Recall Notification

Date: [Insert Date]

To: [Channel Partner Name]

From: [Your Company Name]

Subject: Urgent Recall Notice for [Product Name]

Dear [Channel Partner Name],

We are writing to inform you of an emergency recall of our product, [Product Name], due to [brief description of the issue]. It has come to our attention that [details of the risk, including any incidents if applicable].

In order to ensure the safety of our customers, we request your immediate cooperation in ceasing the sale and distribution of this product. Please follow the steps outlined below:

1. Immediately stop all sales and distribution of [Product Name].
2. Notify your customers and provide them with our contact information for any queries.
3. Arrange for the return of any remaining inventory to our facility. Further instructions will follow shortly.

We understand the gravity of this situation, and appreciate your prompt attention and cooperation. Your partnership is vital to us, and we are committed to providing you with all the necessary support during this process.

If you have any questions or require further assistance, please contact [Contact Name] at [Contact Information].

Thank you for your immediate action on this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]