

Important Recall Instructions for Resellers

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Urgent Recall Notice

Dear [Reseller Name],

We are writing to inform you of an important recall concerning [Product Name/Description]. Due to [reason for recall], we require your immediate attention to ensure the safety and compliance of our product in the market.

Instructions for Resellers:

1. Identify and segregate any affected stock of [Product Name/Description] from your inventory.
2. Notify your sales team and inform them about the recall process.
3. Communicate with your customers to inform them of the recall and provide guidance.
4. Return any affected products to our designated location [insert return address or procedure].
5. Complete the attached recall confirmation form and send it back to us by [deadline].

We appreciate your urgent attention to this matter and your cooperation in ensuring the safety of our customers. If you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your prompt action.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]