

Product Recall Advisory

Date: [Insert Date]

To: [Retailer's Name]

[Retailer's Address]

Dear [Retailer's Name],

We are writing to inform you about a prompt product recall involving [Product Name], which has been found to have [brief description of the issue, e.g., potential safety risks, contamination, etc.]. As a precautionary measure, we urge you to take immediate action regarding the affected product.

Details of the Recall:

- Product Name: [Product Name]
- SKU: [SKU Number]
- Lot/Batch Number: [Lot/Batch Number]
- Reason for Recall: [Reason]
- Action Required: [Instructions for retailers]

We kindly ask that you remove the affected product from your shelves and cease any further sales until further notice. Please return any unsold units to us at [Return Address].

If you have sold this product to consumers, we encourage you to notify them of this recall immediately. We are committed to ensuring the safety and satisfaction of both our retailers and customers.

For any questions or further assistance, please contact our Customer Support at [Support Phone Number] or [Support Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]