

Rapid Product Recall Alert

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Urgent: Product Recall Notice

Dear [Vendor Name],

We are writing to inform you of a rapid product recall concerning one of our products that has been distributed to your organization. We have detected a potential safety issue that may pose risks to consumers.

The affected product is: **[Product Name]**

Batch/Serial Number: **[Batch/Serial Number]**

Reason for Recall: **[Description of the Issue]**

We request that you take the following actions immediately:

- Cease distribution and sale of the affected product.
- Notify all relevant personnel in your organization.
- Provide us with the quantities of the affected product in your inventory.
- Follow the enclosed instructions for the return of the recalled product.

For any questions or further assistance, please contact [Contact Name] at [Contact Information].

We apologize for any inconvenience this may cause and appreciate your cooperation in ensuring the safety of our consumers.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]