

Product Recall Notification

Date: [Insert Date]

Dear [Reseller Name],

We are reaching out to inform you of a critical product recall concerning our [Product Name or SKU]. It has come to our attention that due to [brief explanation of the issue, e.g., a manufacturing defect, safety concern], we are initiating a voluntary recall of this product.

As a valued partner, we rely on your cooperation to ensure that the recall process is executed efficiently. We ask that you immediately:

- Cease the sale of the affected product.
- Inform your customers about the recall and advise them to stop using the product.
- Return any remaining inventory of the affected product to our designated location.

We are committed to resolving this issue swiftly and will assist you throughout the recall process. Please direct any inquiries or concerns to our customer service team at [Customer Service Number] or [Email Address].

Thank you for your prompt attention to this matter. Together, we can ensure the safety and well-being of our customers.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]