

Urgent Safety Recall Notice

Date: [Insert Date]

To: [Recipient's Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

We are writing to inform you of an urgent safety recall affecting specific items you have purchased from us for resale. Your safety and the safety of your customers are our top priority.

Details of the recalled items:

- Product Name: [Product Name]
- Product SKU: [SKU Number]
- Batch Number: [Batch Number]
- Reason for Recall: [Brief Description of the Safety Concern]

We ask that you immediately cease the sale of these items and follow the instructions below to ensure they are returned to us:

1. Stop selling the affected products.
2. Notify your customers of this recall.
3. Return all unsold items to our facility at the address below:

[Return Address]

We apologize for any inconvenience this may cause and appreciate your cooperation in addressing this urgent matter. If you have any questions or need additional information, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this important safety recall.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]