

Product Recall Notification

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you about a recall of the following product: **[Product Name]**, which was purchased on **[Purchase Date]**.

Reason for Recall

[Briefly explain the reason for the recall, such as safety concerns, contamination, etc.]

What You Should Do

1. If you have this product, please stop using it immediately.
2. Contact our customer service at [Phone Number] or [Email Address] to arrange for a return and a refund or replacement.
3. For more information, visit our website at [Website URL].

We Apologize for Any Inconvenience

Your safety is our top priority, and we appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Company Name]

[Your Title]

[Company Contact Information]