

Important Safety Recall Notice

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you of a voluntary recall of our product, [Product Name], due to safety concerns. Your safety is our top priority, and we want to ensure that you have all the information regarding this matter.

Product Details:

- Product Name: [Insert Product Name]
- Model Number: [Insert Model Number]
- Batch Number: [Insert Batch Number]
- Purchase Date: [Insert Purchase Date]

The reason for the recall is [briefly explain the reason for the recall]. We urge you to stop using the product immediately and to return it to the place of purchase for a full refund or exchange.

If you have any questions or need further assistance, please contact our customer service department at [Insert Contact Information].

Thank you for your cooperation and understanding.

Sincerely,
[Your Company Name]