

Important Recall Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of a voluntary recall of our product, [Product Name], due to [brief description of the issue]. Your safety and satisfaction are our top priorities.

Product Details:

- Product Name: [Product Name]
- Model/ID: [Model/ID]
- Purchase Date: [Purchase Date]
- Retailer: [Retailer Name]

Please take the following actions:

1. Check if you have the recalled product.
2. Stop using the product immediately.
3. Contact us at [Contact Information] for instructions on how to return the product.

We apologize for any inconvenience this may cause and appreciate your prompt attention to this important matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]