

Precautionary Recall Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a precautionary recall of [Product Name] that you may have purchased on or after [Purchase Date]. This action is being taken due to [reason for recall, e.g., potential safety concerns, quality issues, etc.].

Your safety and satisfaction are our highest priority. We strongly urge you to discontinue use of the product immediately and return it to the place of purchase or follow the instructions below for safe disposal:

1. [Return/Disposal Instruction 1]
2. [Return/Disposal Instruction 2]
3. [Return/Disposal Instruction 3]

If you have any further questions or require assistance, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email]. We apologize for any inconvenience this may cause and appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]