

# Important Product Recall Notification

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you of a recall of the following product:

**Product Name: [Insert Product Name]**

Product Code: [Insert Product Code]

Reason for Recall: [Explain reason for recall, e.g., potential safety concern, contamination, etc.]

We advise you to stop using the product immediately. Please return the product to your place of purchase for a full refund or contact us at [Insert Contact Information] for further instructions.

Your safety is our top priority, and we apologize for any inconvenience this may cause.

Thank you for your understanding and cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]