

# Urgent Product Recall Notification

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you of an urgent recall of our product, [Product Name], due to [reason for recall]. The safety of our customers is our top priority, and we want to ensure that you are aware of this situation.

Please stop using [Product Name] immediately and return it to [return instructions or location]. We will provide a full refund or replacement as soon as we receive the returned product.

If you have any questions or concerns, please contact our customer service team at [contact information].

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]