

Immediate Action Required: Product Recall Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a critical situation regarding your recent purchase of [Product Name, including Model Number]. It has come to our attention that this product may pose a safety risk due to [brief description of the issue, e.g., a manufacturing defect, potential hazard].

To ensure your safety and the safety of your family, we are initiating an immediate recall of [Product Name]. We ask that you stop using the product immediately and take the following actions:

1. Locate the recalled product in your household.
2. Detach any accessories or components that came with the product.
3. Return the product to your nearest designated location [insert store or facility details].
4. Follow the attached instructions for a full refund or replacement options.

If you have any questions or require further information, please do not hesitate to contact our customer service team at [Contact Number] or [Email Address].

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

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Company Address]
[Company Phone Number]