

Product Safety Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you about a safety concern regarding our product, [Product Name], with the following details:

- **Product Number:** [Product Number]
- **Batch Number:** [Batch Number]
- **Purchase Date:** [Purchase Date]

It has come to our attention that this product may pose a safety risk due to [describe safety issue]. We recommend that you immediately stop using the product and follow the instructions below:

Return Instructions:

Please return the product to [Company Name] for a full refund or replacement. You can use the following shipping address:

[Company Return Address]

Customer Service:

If you have any questions or need assistance, please contact our customer service at [Phone 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 in ensuring the safety of our customers.

Sincerely,

[Your Name]

[Your Title]

[Company Name]