

# Product Safety Warning and Recall Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you about a safety issue concerning our product, [Product Name], which you may have purchased on or after [Purchase Date]. It has come to our attention that [brief description of the safety issue, e.g., "the product may pose a risk of overheating"].

Your safety is our top priority, and we want to ensure that you are aware of this issue. We are taking immediate steps to address the matter and request that you cease using the product immediately.

## Recall Instructions

If you have this product, please follow these steps:

1. Stop using the product immediately.
2. Return the product to the place of purchase for a full refund or exchange.
3. For further assistance, please contact our customer service at [Customer Service Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your prompt attention to this matter. Your safety is of utmost importance to us, and we are committed to resolving this issue as quickly as possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]