

Safety Alert Notification

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you about a safety recall concerning one of our products that you have purchased. Your safety is our top priority, and we want to ensure that you are aware of this important issue.

Recalled Product Information

Product Name: [Product Name]

Model/Serial Number: [Model/Serial Number]

Reason for Recall: [Brief Description of the Safety Issue]

What You Should Do

If you own the recalled product, please stop using it immediately and take the following actions:

1. Contact our customer service at [Customer Service Phone Number] or [Customer Service Email] for further instructions.
2. Return the product to the place of purchase for a full refund or exchange.

For More Information

If you have any questions or concerns, please do not hesitate to reach out to us. You can also visit our website at [Website URL] for additional details regarding the recall.

We apologize for any inconvenience this may cause and thank you for your cooperation in keeping our products safe.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]