

# Urgent Product Recall Announcement

Date: [Insert Date]

To: [Customer Name]

From: [Company Name]

Subject: Urgent Recall of [Product Name]

Dear [Customer Name],

We are writing to inform you of an urgent recall of our product, [Product Name], due to [reason for recall, e.g., safety concerns, contamination, etc.]. As a valued customer, your safety is our top priority.

Details of the recalled product:

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

We advise you to immediately stop using the product and return it to the place of purchase for a full refund. If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

We sincerely apologize for any inconvenience this may cause and thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]