

Warning Letter Regarding Recalled Merchandise

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about an important matter concerning the recent recall of our merchandise. It has come to our attention that the product, [Product Name], with SKU [Product SKU], may pose a potential safety risk due to [brief description of the issue].

To ensure the safety and satisfaction of our customers, we are advising you to immediately discontinue use of the product and return it to us for a full refund or replacement. Please take the following steps:

- Stop using the product immediately.
- Contact our customer service at [Customer Service Phone Number] or [Customer Service Email] for instructions on how to return the merchandise.
- Keep a copy of your receipt for your records.

We apologize for any inconvenience this may cause, and we appreciate your prompt attention to this matter. Your safety is our top priority.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]