

Emergency Response Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a critical situation regarding a recent product recall that requires immediate attention and action.

Product Details:

- Product Name: [Insert Product Name]
- Product Code: [Insert Product Code]
- Batch Number: [Insert Batch Number]
- Recall Reason: [Insert Recall Reason]

Action Required:

We request that you cease distribution of the affected product immediately and assist in the logistics for the return of all units from your inventory.

Return Instructions:

1. Please prepare the affected products for return.
2. Contact our logistics team at [Insert Phone Number] or [Insert Email Address] to schedule a pickup.
3. Complete the enclosed return authorization form and include it with the return shipment.

We appreciate your prompt cooperation in this matter to ensure customer safety and compliance with regulatory requirements.

If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]