

Product Recall Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a recent issue concerning one of our products, [Product Name], which you purchased from us on [Purchase Date].

It has come to our attention that a defect has been identified in this product that may pose a safety risk. We take product safety very seriously, and as a result, we are initiating a voluntary recall of [Product Name].

We sincerely apologize for any inconvenience or concern this may cause you. Customer safety is our top priority, and we are committed to addressing this issue promptly.

To return the product, please follow these steps:

1. Contact our customer service at [Customer Service Phone Number/Email].
2. Provide your order number and details of the product.
3. Follow the instructions provided by our team for returning the product.

As a token of our apology, we would like to offer you [Compensation Details, e.g., a refund, replacement, or discount on future purchases].

Thank you for your understanding and support. Should you have any further questions or concerns, please do not hesitate to reach out to us.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]