

Important Recall Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you about an important safety recall affecting one of our products: [Product Name/Model] - [Product SKU/ID].

It has come to our attention that a defect has been detected that may pose a risk to your safety (and/or the safety of others). We urge you to stop using the product immediately and take the following steps:

1. Check the purchased product against our recall list.
2. If your product is affected, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].
3. Return the product to the place of purchase or follow our return instructions to receive a full refund or replacement.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and support in ensuring your safety.

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]