

Product Recall Notification

Date: [Insert Date]

To: [Distributor's Name]

[Distributor's Address]

Dear [Distributor's Name],

We are writing to inform you of an important matter regarding the recall of one of our products, [Product Name], with the following details:

- Product Identifier: [Product ID]
- Batch Number: [Batch Number]
- Reason for Recall: [Reason for Recall]

We have identified a defect that may affect the quality and safety of this product. As a precaution, we are initiating a recall to ensure the safety of our consumers and maintain the integrity of our brand.

Please take the following actions:

1. Immediately stop the distribution and sale of the affected product.
2. Identify and segregate any remaining stock of the recalled product in your inventory.
3. Contact us at [Contact Information] to arrange for the return of the affected items.

We sincerely apologize for any inconvenience this may cause and appreciate your prompt attention to this matter. Your cooperation is vital in ensuring the safety of our customers.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]