

# Important Product Recall Notification

Date: [Insert Date]

Dear Valued Customers,

We are writing to inform you of a product recall concerning [Product Name/Description], which has been identified to have a defect that may affect its safe use.

What is happening?

It has come to our attention that [describe the defect and potential risks associated with it]. The safety of our customers is our top priority, and we take this matter very seriously.

What should you do?

If you have purchased this product, we strongly advise you to [provide clear instructions on how to stop using the product, return it, or contact the company].

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter. Your safety is paramount to us.

If you have any questions or need assistance, please do not hesitate to reach out to our customer service at [Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]