

Recall Notification

Dear Valued Customer,

We are writing to inform you about a recall of the following product:

- **Product Name:** XYZ Widget
- **Model Number:** 12345
- **Purchase Date:** January 15, 2023

Unfortunately, we have identified a defect that may pose a safety risk. To ensure your safety, we kindly request you to stop using the product immediately.

Refund Details

To process your refund, please follow these steps:

1. Return the defective product to the address below:
2. Complete the refund request form enclosed with this letter.
3. Upon receipt, we will process your refund within 7-10 business days.

Return Address:

XYZ Company
123 Recall Lane
Cityville, ST 12345

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter.

If you have any questions, please don't hesitate to contact our customer service at (555) 123-4567.

Thank you for your attention to this matter.

Sincerely,
The XYZ Company Team