

Product Recall Notification

Date: [Insert Date]

[Retailer Name]

[Retailer Address]

[City, State, Zip Code]

Dear [Retailer Name],

We are writing to inform you of a product defect that requires the recall of [Product Name], which was distributed to your stores. This decision was made in the interest of consumer safety, as the product may pose a risk of [insert specific defect or risk].

Product details are as follows:

- Product Name: [Product Name]
- SKU: [SKU Number]
- Batch/Lot Number: [Batch/Lot Number]
- Distribution Dates: [Distribution Dates]

We kindly ask you to remove the affected product from your shelves immediately and to provide a notice to your customers regarding this recall. Attached to this letter, you will find detailed instructions on how to manage the return process and any related paperwork.

We apologize for any inconvenience this may cause and appreciate your cooperation in ensuring the safety of our customers. If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]