

# Product Recall Notification

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Date]

[Customer's Name]  
[Customer's Address]  
[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you about a safety concern related to our product, [Product Name], which you purchased on [Purchase Date]. It has come to our attention that a defect in the product may pose a risk of [describe specific safety concern].

Given the potential risk, we urge you to stop using the product immediately and return it to us for a full refund/replacement. Please refer to the following details regarding the recall:

- **Product Name:** [Product Name]
- **Model Number:** [Model Number]
- **Batch Number:** [Batch Number]
- **Purchase Date:** [Purchase Date]

For your convenience, please find enclosed a prepaid shipping label to return the defective item. Additionally, you may contact our customer service team at [Customer Service Phone Number] or [Customer Service Email] for further assistance.

We sincerely apologize for any inconvenience this may have caused and appreciate your cooperation in helping us ensure your safety.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]