

# Immediate Action Required

Dear [Recipient's Name],

We are writing to inform you of a recent recall affecting the following item(s) purchased on [Purchase Date]:

- [Item Name 1] - [Description]
- [Item Name 2] - [Description]

This recall is due to [brief explanation of the reason for the recall]. Your immediate attention is required to ensure your safety.

Please take the following actions:

1. Cease use of the recalled item(s) immediately.
2. Return the item(s) to [Return Address/Method] by [Return Deadline].
3. Contact our customer service at [Customer Service Phone Number] for further assistance.

We apologize for any inconvenience this may cause and appreciate your prompt response to this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]