

Mandatory Product Recall Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Customer's Name],

We are writing to inform you of a mandatory product recall concerning our product, [Product Name], sold under the brand [Brand Name]. This decision has been made due to non-compliance with safety regulations.

Details of the recalled product:

- Product Name: [Product Name]
- SKU/Model Number: [SKU/Model Number]
- Manufactured Date: [Manufactured Date]
- Batch Number: [Batch Number]

The non-compliance issues identified are [briefly explain the compliance issues]. We prioritize your safety and the safety of our consumers above all else, which is why we are taking this step.

What you should do:

1. Immediately stop using the product.
2. Return the product to [Return Address/Where to Return].
3. Contact us at [Contact Information] for further instructions and a refund or replacement.

We apologize for any inconvenience this may cause and sincerely appreciate your understanding and cooperation in this matter. Your safety is our highest priority.

Thank you for your immediate attention to this important recall.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]