

Product Defect Recall Notice

Date: [Insert Date]

To: [Distributor Name]

Address: [Distributor Address]

Dear [Distributor Name],

We are writing to inform you of a product recall concerning [Product Name/Description], due to a defect that has been identified which may pose a risk to consumers.

The specific defect involves [Briefly describe the defect and associated risks]. Our records indicate that you have distributed this product, and we want to ensure that proper measures are taken to address this situation.

Effective immediately, we request that you cease distribution and sale of the affected product. Please take the following actions:

- Remove all affected products from your inventory.
- Notify your customers about the recall.
- Return any unsold units to [Company Name].

We will provide you with a prepaid shipping label for the return of the recalled products. Please confirm receipt of this notice and provide us with an immediate action plan regarding the recall.

We apologize for any inconvenience this may cause and appreciate your cooperation in helping us ensure the safety of our customers.

For any further information, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]