

Product Recall Announcement

Date: [Insert Date]

To Our Valued Customers,

We are writing to inform you about an important safety recall concerning our product, [Product Name], with the following details:

- **Product Name:** [Product Name]
- **Model Number:** [Model Number]
- **Lot Number:** [Lot Number]
- **Date of Manufacture:** [Manufacture Date]

We have identified a potential safety concern that may affect the health and safety of our customers. We urge you to stop using this product immediately.

As a precaution, we are offering a full refund or replacement for the affected product. To facilitate the return process, please follow these steps:

1. Contact our customer service at [Customer Service Phone Number] or [Customer Service Email].
2. Provide the details of your purchase, including the receipt.
3. Follow the instructions provided by our representative for returning the product.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. Your safety is our top priority.

Thank you for your cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]