

Product Recall Notice

Dear [Retailer Name],

We are writing to inform you of a recall involving one of our products: [Product Name, Product Code]. This recall is being initiated due to [Reason for Recall].

We ask that you immediately cease the sale of the affected product and remove it from your shelves. The affected lot numbers are [List of Affected Lot Numbers].

Please instruct your staff to check their stock and ensure that any affected items are returned to us or disposed of as per the guidelines provided in the attached document.

We sincerely apologize for any inconvenience this may cause you or your customers. The safety and satisfaction of our consumers is our top priority. If you have any questions regarding this recall, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]