

Important Product Recall Announcement

Date: [Insert Date]

Dear Valued Customers,

We are writing to inform you about a voluntary recall of our product, [Product Name], due to [reason for recall, e.g., safety concerns, potential defect]. Your safety and satisfaction are our top priorities, and we want to ensure that you are aware of the situation.

The affected products were sold between [start date] and [end date] and can be identified by the following details:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Batch Number: [Batch Number]

If you have purchased this product, we urge you to stop using it immediately and return it to the place of purchase for a full refund or exchange. For more information on how to return the product, please visit our website at [Website URL] or contact our customer service at [Customer Service Number].

We sincerely apologize for any inconvenience this situation may have caused you and appreciate your understanding and cooperation.

Sincerely,

[Your Company Name]

[Your Company Contact Information]