

# Urgent Product Recall Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you of an urgent product recall affecting [Product Name/Description]. This action is being taken due to identified quality issues that may pose a potential risk to your safety and satisfaction.

The affected products were sold between [Start Date] and [End Date], and we urge you to cease using the product immediately. Please check your inventory and identify any affected items.

To ensure your safety, we request that you return the product to us for a full refund or exchange. Instructions for returning the product can be found below:

## Return Instructions:

1. Package the product securely.
2. Attach a copy of this letter.
3. Send it to: [Company Address]

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

We sincerely apologize for any inconvenience this may cause and thank you for your cooperation in ensuring the safety of our products.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]