

Voluntary Product Recall Notice

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you of a voluntary recall of [Product Name] due to potential contamination. Your safety and satisfaction are our top priorities, and we believe it is essential to address this issue promptly.

The recall affects the following products:

- [Product Description]
- [Product Batch Number]
- [Expiration Date]

We advise you to discontinue the use of this product immediately and return it to the place of purchase for a full refund. You may also contact our customer service center at [Customer Service Phone Number] for further assistance.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Your safety is our highest concern.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]