

# Important Medication Recall Notice

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that a recall has been issued for [Product Name], which you may have purchased on [Purchase Date]. This action has been taken due to [Reason for Recall: e.g., contamination, labeling error, etc.].

Your safety is our top priority. We recommend that you immediately cease using the product and follow the instructions below:

## What to Do:

1. Check your medicine cabinet for any remaining stock of [Product Name].
2. Return the product to the place of purchase for a full refund.
3. If you have consumed the product and have any health concerns, please consult your healthcare provider.

We sincerely apologize for any inconvenience this may cause and assure you that we are taking all necessary steps to address this issue and prevent it from occurring in the future.

If you have any further questions or require additional assistance, please contact our Customer Service Team at [Phone Number] or [Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]