

Product Recall Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a recall of the following medication:

Product Name: [Medication Name]

Batch Number: [Batch Number]

Expiration Date: [Expiration Date]

This action is being taken due to [reason for the recall, e.g., contamination, labeling error, etc.]. We understand the inconvenience this may cause and assure you that your safety is our highest priority.

Please cease using the product immediately and return any remaining stock to [return address or instructions]. If you have any questions or need further assistance, please contact us at [phone number] or [email address].

We appreciate your cooperation and understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]