

# Product Recall Advisory Letter

Date: [Insert Date]

[Regulatory Body Name]

[Regulatory Body Address]

[City, State, Zip Code]

Dear [Regulatory Body Contact Name],

We are writing to inform you of a product recall for our [Product Name], with the UPC code [Insert UPC Code], due to [reason for recall, e.g., potential safety hazards, contamination, etc.].

Details of the recall are as follows:

- **Product Name:** [Product Name]
- **Product Code/Number:** [Code/Number]
- **Manufacture Date:** [Manufacture Date]
- **Recall Date:** [Recall Date]
- **Reason for Recall:** [Detailed explanation of the reason]
- **Actions Required:** [Instructions for the regulatory body, such as how to handle affected products]

We are committed to ensuring the safety and quality of our products and are taking all necessary actions to address this issue. We appreciate your immediate attention to this matter and are prepared to cooperate fully with your recommendations.

Please feel free to contact us at [Contact Information] should you require any further information or assistance regarding this recall.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Number]