

Product Recall Announcement

Date: [Insert Date]

Dear [Retailer Name],

We are writing to inform you about a voluntary recall of our product, [Product Name], due to [reason for recall]. We take the safety of our customers very seriously and want to ensure that any potential risks are addressed promptly.

Product Details:

- Product Name: [Product Name]
- SKU Number: [SKU Number]
- Batch Number: [Batch Number]
- Distributors: [Distributor Names]

We ask that you immediately remove any affected products from your shelves and return them to us for proper disposal. Attached to this letter are additional details regarding the return process.

Please notify your staff and customers about this recall as soon as possible. For any questions or concerns, feel free to reach out to us at [Contact Information].

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]