

Product Recall Guidelines

Date: [Insert Date]

[Distributor Name]

[Distributor Address]

[City, State, Zip Code]

Dear [Distributor Name],

We are writing to inform you of the necessary steps to be taken in the event of a product recall for [Product Name]. As our valued distributor, your compliance with these guidelines is critical to ensure the safety of our consumers and the integrity of our brand.

Recall Steps:

1. **Immediate Notification:** Notify all relevant personnel upon receipt of this letter.
2. **Inventory Check:** Cease the sale of the affected product(s) immediately. Conduct an inventory check to identify all units in stock.
3. **Product Retrieval:** Follow the procedures outlined for returning any unsold product to our facility.
4. **Customer Communication:** Inform your customers of the recall, including specific details about the product and how they can return it.
5. **Reporting:** Submit a report of your actions taken in response to the recall to [Contact Person/Department] by [Report Due Date].

Contact Information:

If you have any questions or require further assistance, please do not hesitate to contact us at:

[Company Name]

[Contact Person]

[Phone Number]

[Email Address]

Thank you for your immediate attention to this matter. We appreciate your cooperation in ensuring the recall process is handled effectively.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]