

Important Product Recall Notice

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you of a product recall concerning [Product Name] with the following details:

- **Product Name:** [Insert Product Name]
- **Product Code:** [Insert Product Code]
- **Batch Number:** [Insert Batch Number]

Reason for Recall: [Insert reason for the recall, e.g., potential safety hazard, contamination issue, etc.]

We urge you to stop using the product immediately and return it to your point of purchase or contact us for further instructions. Your safety is our top priority.

If you have any questions or need assistance, please contact our customer service at [Insert Phone Number] or [Insert Email Address].

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Company's Name]
[Your Company's Address]
[Your Company's Contact Information]