Product Recall Safety Notice

Date: [Insert Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Our Valued Customers,

We are contacting you to inform you about a product recall affecting [Product Name], which was sold between [Start Date] and [End Date]. This action is being taken to ensure your safety and well-being.

Reason for Recall: [Brief description of the safety issue or violation.]

What You Should Do:

- Immediately stop using the product.
- Check your inventory for the affected product using the [sync number/barcode/etc.].
- Contact us at [contact number] or visit our website [website URL] for instructions on how to return the product for a refund or replacement.

We apologize for any inconvenience this may cause and appreciate your cooperation in this matter. Customer safety is our top priority.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [contact email].

Thank you for your prompt attention to this important safety notice.

Sincerely,

[Your Name]

[Your Position]

[Company Name]