

# Diplomatic Recall Notification

Date: [Insert Date]

[Your Name]  
[Your Title/Position]  
[Your Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, Country]

To:  
[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Organization Address]  
[City, Country]

Dear [Recipient's Name],

I am writing to formally notify you of the recall of [Name of the Diplomatic Personnel] from their position as [Position] at [Embassy/Consulate Name], effective [Effective Date]. This decision has been made in accordance with diplomatic protocols and after careful consideration.

Please understand that this recall is in no way a reflection of their performance, but rather a strategic adjustment within our diplomatic mission.

We appreciate your cooperation in this matter and are hopeful for continued positive relations between our nations.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Contact Information]