

# Envoy Recall Advisory

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Recipient Organization]

Subject: Recall of Envoy [Insert Name]

Dear [Insert Recipient Name],

This letter serves to formally notify you of the decision to recall Envoy [Insert Name] from [Insert Location/Position] effective immediately.

The decision has been made in light of [insert brief reason if necessary]. We appreciate the contributions and efforts made during their tenure.

Please ensure that all relevant documents and materials are returned to our office no later than [Insert Deadline]. For any further inquiries regarding this recall, you may contact [Insert Contact Information].

Thank you for your cooperation on this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]