

Product Recall Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you about an important safety issue concerning a product that you may have purchased from us. Your safety and satisfaction are our top priorities, and we take this matter very seriously.

Product Details:

- Product Name: [Insert Product Name]
- Product Code: [Insert Product Code]
- Lot Number: [Insert Lot Number]

Reason for Recall:

We have identified a potential safety risk associated with this product. [Briefly explain the reason for the recall and how it affects customer safety.]

What You Should Do:

- Immediately discontinue use of the product.
- Please return the product to your place of purchase for a full refund or replacement.
- If you have any questions or need further assistance, contact our customer service at [Insert Customer Service Phone Number] or [Insert Customer Service Email].

We sincerely apologize for any inconvenience this may cause and thank you for your understanding and cooperation in ensuring safety for all our customers.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Supplier Company Name]

[Contact Information]