

# Product Recall Notification

Date: [Insert Date]

To: [Insert Recipient's Name and Address]

Dear [Recipient's Name],

We are writing to inform you of an important safety issue regarding a product that you received from us. We have identified a contamination issue affecting our product [**Product Name**], with batch/lot number [**Batch/Lot Number**], which may pose a risk to health and safety.

As a precautionary measure, we are initiating a voluntary recall of the affected product. We advise you to cease any further use or distribution of the affected batch immediately and return it to us for proper disposal.

Please follow the steps below:

1. Identify and segregate the affected products.
2. Contact us at [Insert Contact Information] for return instructions.
3. Complete the attached recall acknowledgment form and return it to us.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and cooperation in ensuring the safety of our customers. Your safety and satisfaction are our highest priority.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]