

Product Recall Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you of a safety concern regarding one of the products supplied to us, [Product Name], with the lot number [Lot Number]. Our quality assurance team has identified potential safety risks associated with this product, which could pose a hazard to consumers.

As a precautionary measure, we have decided to initiate a recall of all units of [Product Name] in circulation. We request your immediate cooperation to ensure that all remaining products are removed from shelves, and customers are informed of the recall.

Please provide the following information:

- The total number of units supplied
- Distribution list of retailers
- Suggestions for handling returning products

We appreciate your prompt attention to this serious matter and look forward to your cooperation in ensuring the safety of our customers.

Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]