

Important Product Recall Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you of an urgent product recall concerning [Product Name], which was supplied to us on [Delivery Date]. Due to [Reason for Recall], we must request your immediate action regarding this matter.

Immediate Steps Required:

1. Cease the sale and distribution of the affected product immediately.
2. Conduct a review of your inventory to identify any remaining stock of [Product Name].
3. Provide us with a list of all shipments made, including dates and quantities.
4. Communicate this recall to your customers and instruct them to return the product to the point of purchase.

Please take these actions no later than [Deadline Date] to ensure consumer safety and compliance with regulatory requirements.

We appreciate your prompt attention to this critical issue. Should you have any questions or require further assistance, please contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[Contact Number]

[Email Address]