

Product Recall Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Urgent Recall Notification for Expired Products

Dear [Supplier Name],

We are writing to inform you of an urgent matter concerning certain products supplied by your company. It has come to our attention that the following products are past their expiration date and must be recalled immediately:

- Product Name: [Insert Product Name] - Expiration Date: [Insert Expiration Date]
- Product Name: [Insert Product Name] - Expiration Date: [Insert Expiration Date]
- Product Name: [Insert Product Name] - Expiration Date: [Insert Expiration Date]

We request your immediate cooperation in taking the necessary steps to remove these products from distribution and to notify any retailers or consumers who may have purchased them.

Please confirm receipt of this notification and inform us of the actions you will take regarding this recall by [Insert Response Deadline].

We appreciate your prompt attention to this critical issue and look forward to your swift response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]