

Important Product Recall Notification

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to inform you about a product recall that affects items supplied by us under the following details:

Product Name: [Product Name]

Product Code: [Product Code]

Batch Number: [Batch Number]

This action has been taken [reason for recall, e.g., due to health and safety regulations]. We recommend that you cease the use of this product immediately and return any units you may have in your possession.

Please follow these steps to ensure your compliance:

- Do not use the product.
- Check your inventory for the affected batch numbers.
- Contact us at [Supplier Contact Information] to arrange for the return of the product and to receive a replacement.

We sincerely apologize for any inconvenience this may cause and thank you for your cooperation in this matter. Your safety is our highest priority.

If you have any questions or require further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]