

Product Recall Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you about a product recall concerning [Product Name], which has been found to have manufacturing defects that may pose safety risks to consumers. This recall affects products manufactured between [Start Date] and [End Date].

We urge you to take immediate action to ensure the safety of all consumers by ceasing the distribution of this product and initiating the recall process. Please provide us with your detailed plan on how you will handle the recall, including timelines and communication strategies.

For your reference, we have attached a report outlining the specific defects and the steps we recommend for the return of affected products.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]