

Product Recall Notification

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Urgent Product Recall Notification

Dear [Supplier's Name],

We are writing to inform you that a product recall has been initiated due to quality assurance failures associated with the product(s) listed below:

- Product Name: [Product 1]
- SKU/Model Number: [SKU/Model 1]
- Batch/Lot Number: [Batch/Lot 1]

Issues identified include:

1. [Issue 1]
2. [Issue 2]

We request that you immediately cease distribution and sale of the above-mentioned product(s) and arrange for the return of all affected units.

Additionally, please provide us with the following information by [Response Deadline]:

- Total units shipped to us
- Inventory details
- Distribution records

Your prompt attention to this matter is crucial to ensuring the safety of our customers. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]