

Product Recall Notification

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We are writing to inform you of a product recall due to labeling errors identified in our products. The affected items include:

- Product Name: [Insert Product Name]
- SKU: [Insert SKU]
- Batch Number: [Insert Batch Number]

The labeling errors involve [briefly describe the errors], which may lead to confusion or misuse. It is crucial to take immediate action to mitigate any potential risks to consumers.

We request that you:

1. Cease the distribution of the affected products immediately.
2. Initiate the return process for any unsold units in your inventory.
3. Notify customers who may have purchased the affected products.

We apologize for any inconvenience this may cause and appreciate your cooperation in this matter. Please confirm the receipt of this notification and provide us with an action plan by [insert deadline date].

If you have any questions, feel free to contact us at [insert contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]