

Letter to Shareholders

Date: [Insert Date]

To Our Valued Shareholders,

We are committed to maintaining the highest standards of product quality and safety. However, we must inform you of recent concerns related to quality issues identified in our [specific product name/line].

After thorough investigation, we discovered that [briefly explain the nature of the issue]. We are taking this matter seriously and have implemented immediate corrective measures, including [list actions taken].

Your trust is essential to our success, and we want to assure you that we are fully dedicated to resolving these quality concerns. We will keep you updated as we work through this situation and ensure that our products meet your expectations.

If you have any questions or concerns, please feel free to reach out to us at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]