

Important Update: Product Recall Notification

Dear Valued Shareholders,

We are writing to inform you about a recent decision made by our company regarding a product recall that may affect our operations and future prospects. This decision comes in light of our commitment to quality and safety.

Product Details:

- **Product Name:** XYZ Widget
- **Batch Number:** 123456
- **Date of Manufacture:** January 2023

Reason for Recall:

We have identified a potential safety issue that could affect the performance of the XYZ Widget. After thorough investigation, we have decided to proactively recall this product to ensure customer safety.

Impact:

We anticipate that this recall may affect our sales for the current quarter. However, we are committed to addressing the situation swiftly to minimize the impact on our brand and overall business.

Next Steps:

We urge our shareholders to stay informed about the outcome of this recall. Our team is dedicated to rectifying this issue and will provide updates as necessary. We have also initiated a full investigation and will implement corrective actions to prevent future occurrences.

Thank you for your continued support and understanding. Should you have any questions, please do not hesitate to contact our shareholder relations department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]