

Product Recall Announcement

Date: [Insert Date]

To our Valued Shareholders,

We regret to inform you that we are initiating a voluntary recall of our [Product Name] due to [reason for recall, e.g., safety concerns, quality issues]. This decision was made to ensure the safety and well-being of our customers and to maintain the high standards of our brand.

The affected products were sold between [start date] and [end date] and include the following identifiers: [list product identifiers, such as batch numbers or UPC codes]. We advise all shareholders to stay informed as we manage this situation.

We are working diligently to rectify this issue and will provide regular updates as more information becomes available. If you have any questions or need assistance, please do not hesitate to contact our customer service team at [contact information].

We appreciate your understanding and support as we navigate this challenge.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]