

Dear Shareholder,

We hope this message finds you well. We are writing to provide you with an update on the recent product recall that has impacted our company.

Background

As you are aware, we initiated a recall of [Product Name] due to [reason for recall]. Our primary concern has been the safety and satisfaction of our customers.

Status Update

As of today, we have:

- Issued a formal recall notification to all affected customers.
- Processed [number] of returns and replacements successfully.
- Implemented corrective measures to prevent future incidents.

Next Steps

Moving forward, we are committed to ensuring quality and safety in our products. Our team is working diligently to:

- Enhance our quality control processes.
- Communicate transparently with all stakeholders.
- Keep you informed of any further developments regarding this matter.

Conclusion

We appreciate your understanding and support during this challenging time. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued trust in [Company Name].

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]