

Update on Product Recall Process

Date: [Insert Date]

Dear Valued Investors,

We are writing to provide you with an update on the ongoing product recall process regarding [Product Name], which was initiated on [Date of Recall Announcement]. We appreciate your continued support and would like to keep you informed on our progress.

Current Status of Recall

As of today, we have successfully retrieved approximately [percentage]% of the affected units from the market. Our teams are working diligently to ensure the safe return of all recalled products.

Actions Taken

- Enhanced communication with retail partners to expedite the recall process.
- Initiated customer outreach programs to inform consumers about the recall.
- Implemented additional safety protocols to prevent such occurrences in the future.

Looking Ahead

We are committed to maintaining transparency throughout this process and will continue to update you as we progress. Our goal remains to resolve this situation efficiently and effectively, safeguarding both our customers and our brand integrity.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]