

Update for Shareholders on Product Recall

Date: [Insert Date]

Dear Valued Shareholders,

We are committed to maintaining transparency and accountability, and we would like to update you on the actions we have taken concerning the recent product recall.

Overview of the Situation

On [insert date of recall announcement], we identified an issue with [product name] that may affect safety and performance. In response, we initiated a voluntary recall of the product to ensure our customers' safety and maintain our commitment to quality.

Actions Taken

- Immediate notification was sent to all customers and retailers regarding the product recall.
- We established a dedicated customer service hotline to address inquiries and concerns.
- A comprehensive investigation was launched to determine the cause of the issue.
- We have partnered with relevant authorities to ensure compliance with safety regulations.
- Our team is working on remediating the issue and assessing the impact on our operations.

Next Steps

We will continue to keep you informed on the progress of the recall and the measures we are implementing to mitigate any impacts. We value your continued support during this time and assure you that we are taking every necessary step to rectify the situation.

Thank you for your understanding and trust.

Sincerely,

[Your Name]

[Your Position]

[Company Name]