

Immediate Product Recall Notification

Date: [Insert Date]

Dear [Buyer's Name],

We are writing to inform you that we are initiating a voluntary recall of the following product:

Product Name: [Insert Product Name]

Product Code: [Insert Product Code]

Batch Number: [Insert Batch Number]

We recently became aware of a potential safety issue related to this product, and we are taking immediate action to ensure the safety of our customers. Our records indicate that you have purchased this product.

Please cease using the product immediately and return it to the point of purchase for a full refund or replacement.

We apologize for any inconvenience this may cause and appreciate your cooperation in this matter. If you have any questions or need further assistance, please contact our customer service department at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]

[Your Title]

[Your Contact Information]