

# Urgent Product Recall Notification

Date: [Insert Date]

To: [Stakeholder Names/Organizations]

From: [Your Company Name]

Dear [Stakeholder Names],

We are writing to inform you of an urgent product recall regarding [Product Name] due to [reason for recall, e.g., potential safety hazards, contamination issues, etc.]. The health and safety of our customers is our top priority, and we are taking immediate action to address this issue.

Details of the Product Recall:

- **Product Name:** [Product Name]
- **Batch/Lot Number:** [Batch or Lot Number]
- **Date of Manufacture:** [Manufacture Date]
- **Reason for Recall:** [Brief description of the reason]

We urge you to take the following steps:

1. Immediately stop using the product.
2. Return the affected product to the point of purchase.
3. Notify your customers and/or staff about this recall.

For any questions or further information, please contact us at [Contact Information] or visit our website at [Website URL]. We sincerely apologize for any inconvenience this may cause and appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]