

Product Recall Alert

Date: [Insert Date]

To: [Retailer Name]

From: [Your Company Name]

Subject: Urgent Product Recall Notification

Dear [Retailer Name],

We are writing to inform you about a product recall affecting items that you may have on your shelves. It has come to our attention that [Product Name], which was distributed on [Distribution Dates], may pose a health risk due to [Reason for Recall].

We are requesting that you immediately remove all affected products from your inventory. Please ensure that all remaining stock is returned to [Return Location] by [Return Deadline]. Additionally, we encourage you to notify your customers about this recall to ensure their safety.

For further information regarding this recall, please contact us at [Contact Information].

We appreciate your prompt attention to this matter and your cooperation in ensuring the safety of our customers.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]