

Product Recall Response Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To Whom It May Concern,

We are writing to inform you about a recent product recall that affects you as a valued customer. The product identified [Product Name] with batch number [Batch Number] has been recalled due to [reason for recall].

As part of our commitment to consumer safety and satisfaction, we require your cooperation in the following actions:

- Please cease the use of the affected product immediately.
- Return the product to our designated address: [Return Address].
- Complete the attached form to confirm your participation in this recall.

If you have any questions or require additional assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]