

# Product Recall Summary

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Company Name]

Subject: Summary of Product Recall

Dear [Stakeholder Name],

We are writing to inform you about a recent recall regarding our product, [Product Name], due to [reason for recall]. This decision was made to prioritize the safety and well-being of our customers.

## Recall Details

- **Product Name:** [Product Name]
- **SKU:** [SKU Number]
- **Batch Number:** [Batch Number]
- **Recall Date:** [Start Date of Recall]
- **Issue Description:** [Description of the issue]
- **Action Required:** [What stakeholders need to do]

## Next Steps

Please assist us in disseminating this information to ensure that our customers are aware. We will provide further updates as the situation progresses.

## Contact Information

If you have any questions or need further assistance, please contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]