

# Important Product Safety Recall Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you of an important safety recall involving our product, [Product Name], which you purchased on [Purchase Date]. Your safety is our top priority, and we have identified a potential issue with this product that requires immediate attention.

## Product Details:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Date of Purchase: [Purchase Date]
- Retailer: [Retailer Name]

## Issue Description:

[Brief description of the safety issue and potential risks associated with the product.]

## Action Required:

Please stop using the product immediately and [provide instructions for returning the product, obtaining a refund, or receiving a replacement].

For more information, please visit our website at [Website URL] or contact our customer service at [Customer Service Phone Number] or [Email Address]. Our team is available [Customer Service Hours].

We sincerely apologize for any inconvenience this may cause and appreciate your cooperation in ensuring your safety.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]