

Urgent Product Recall Announcement

Date: [Insert Date]

Dear [Customer's Name/ Valued Customer],

We are reaching out to inform you of an urgent recall of our product, [Product Name, Product Code, or Lot Number]. It has come to our attention that this product may pose a safety risk due to [brief description of the issue].

Your safety and satisfaction are our top priorities, and we recommend that you immediately cease using the product. Please return the product to [store/location] for a full refund or exchange.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]