

Voluntary Product Recall Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about a voluntary recall of our product, [Product Name], with the following details:

- **Product Description:** [Description of the product]
- **Product Code:** [Product Code]
- **Batch Number:** [Batch Number]
- **Reason for Recall:** [Reason for the recall]
- **Risk:** [Description of any potential health risks]

We urge you to stop using the product immediately and return it to our store for a full refund or exchange. Please ensure that the product is disposed of safely if you have already opened it.

If you have any questions, do not hesitate to contact us at [Contact Information]. We sincerely apologize for any inconvenience this may cause and appreciate your cooperation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]