

Corrective Action Plan

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a recent recall of our product, [Product Name], due to [Brief Reason for Recall]. We take this matter seriously and are committed to ensuring the safety and quality of our products.

Corrective Action Plan

1. Identification of the Problem:

[Detailed description of the issue that led to the recall.]

2. Immediate Actions Taken:

[Outline the immediate measures taken to address the issue, including any product retrieval, containment, or customer notifications.]

3. Root Cause Analysis:

[Explain the investigation and analysis that led to the identification of the root cause of the problem.]

4. Long-Term Corrective Actions:

[Detail the steps that will be taken to prevent recurrence, including process changes, employee training, or adjustments in quality control measures.]

5. Follow-Up Actions:

[Specify how outcomes will be monitored and evaluated, including timelines for follow-up reviews.]

We appreciate your understanding and cooperation as we implement this corrective action plan. Please feel free to reach out to us with any questions or concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]