

Important Product Recall Notification

Dear Valued Customer,

We are writing to inform you about a recall of our product, **[Product Name]**, due to **[Reason for Recall]**. Your safety and satisfaction are our top priorities.

The affected product was sold between **[Dates]** and can be identified by the following information:

- Product Code: **[Product Code]**
- Batch Number: **[Batch Number]**

We urge you to stop using the product immediately and follow these steps to return it:

1. Locate the product.
2. Contact our customer service at **[Customer Service Phone Number]** or **[Email Address]**.
3. Follow the instructions provided by our team for returning the product.

As a token of our apology, you will receive a full refund or replacement for the returned item.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]
[Your Company Address]
[Your Company Contact Information]