

Recall Confirmation Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally confirm the recall of [specific product(s)] that was communicated on [date of initial recall notification]. As part of our commitment to ensuring the safety and quality of our products, we appreciate your cooperation in addressing this matter promptly.

Please take the following actions to facilitate the recall process:

- Remove all affected products from your inventory.
- Cease all sales and distribution of the recalled products immediately.
- Return any remaining stock of the recalled products to our facility at [return address].
- Provide us with a report of the actions taken concerning the recall by [deadline date].

If you have any questions or require further information, do not hesitate to contact us at [contact information]. Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]