

Media Release: Product Recall Information

Date: [Insert Date]

To: [Media Contact Name]

From: [Your Company Name]

Subject: Urgent Recall of [Product Name]

Dear [Media Contact Name],

We are writing to inform you of a voluntary recall of [Product Name] due to [reason for recall, e.g., safety concerns, contamination]. This recall is being issued in response to [brief explanation of the situation or incident].

Details of the Recall:

- **Product Name:** [Product Name]
- **Product Identification:** [Model/Serial Numbers]
- **Consumer Risk:** [Describe any potential risks to consumers]
- **Action Required:** [Instructions on what consumers should do]

We urge the media to assist us in disseminating this important information to the public. If you require additional information or have questions, please do not hesitate to contact.

Contact:

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]