

Recall Support Letter

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you about the recent recall of [Product Name] due to [reason for recall]. We understand that this may have caused inconvenience and concern, and we want to assure you that we are committed to supporting you during this process.

If you have purchased the affected product, please take the following steps:

- Stop using the product immediately.
- Return the product to the place of purchase for a full refund.
- For any additional questions or support, contact our customer service at [Customer Service Numbers/Email].

We apologize for any distress this situation may have caused and are dedicated to resolving it promptly. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]