

Safety Recall Announcement

Date: [Insert Date]

To: [Retailer's Name]

Subject: Urgent Safety Recall of [Product Name]

Dear [Retailer's Name],

We are reaching out to inform you about a safety recall concerning the recent shipment of [Product Name] that you received on [Insert Shipment Date]. This recall is being issued due to [brief description of the safety issue, e.g., potential hazard, defect].

Your cooperation is crucial in ensuring the safety of our consumers. We kindly ask you to take the following actions:

1. Immediately halt the sale of [Product Name].
2. Remove all affected products from your shelves.
3. Notify your staff about the recall and instruct them on how to inform customers.
4. Return any unsold products to the designated address as outlined below:

Return Address: [Insert Return Address]

For any questions regarding this recall, please contact our customer service at [Insert Contact Information]. We appreciate your prompt attention to this matter and your commitment to consumer safety.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]