

Product Withdrawal Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important announcement regarding our product, [Product Name], originally launched on [Launch Date]. After careful consideration and in order to prioritize the safety and well-being of our customers, we have made the decision to withdraw this product from the market effective immediately.

While this decision was not made lightly, it was necessary due to [briefly explain reason, e.g., quality concerns, safety issues, etc.]. We are committed to maintaining the highest standards and ensuring that our customers can trust our products.

For customers who have purchased [Product Name], we recommend discontinuing use immediately. Please return the product to the place of purchase or contact our customer service team at [Customer Service Contact Info] for further assistance and compensation options.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and support as we take these necessary steps. Your safety is our top priority.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Info]