

Safety Recall Advisory

Date: [Insert Date]

To: [Distribution Partner Name]

Address: [Distribution Partner Address]

Dear [Distribution Partner Name],

We are writing to inform you of a safety recall concerning one of our products, [Product Name], which has been identified to pose a potential risk to consumers. Your role as a distribution partner is crucial in ensuring that we manage this situation effectively and responsibly.

Details of the recall are as follows:

- **Product Name:** [Product Name]
- **SKU/Model Number:** [SKU/Model Number]
- **Recall Reason:** [Brief Description of Reason for Recall]
- **Action Required:** [Steps Distribution Partner Needs to Take]

We ask that you immediately cease distribution of the affected product and follow the outlined steps to facilitate the recall process.

For any questions or further assistance, please contact our customer service at [Customer Service Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]