

Safety Recall Alert

Date: [Insert Date]

To: [Retailer's Name]

Address: [Retailer's Address]

Dear [Retailer's Name],

We are writing to inform you of a safety recall concerning [Product Name/Description] that has been identified due to [reason for recall]. This recall is initiated to ensure the safety of consumers and to comply with regulatory standards.

Details of the Recall:

- Product Name: [Product Name]
- Model Number: [Model Number]
- SKU: [SKU]
- Recall Reason: [Reason]
- Actions Required: [Actions]

Please remove all affected products from your shelves immediately and follow the instructions for returning them to our distribution center. Enclosed are the return instructions and any necessary documentation.

Your prompt attention to this matter is appreciated, and we apologize for any inconvenience this may cause. If you have any questions, please do not hesitate to contact our support team at [Support Phone Number] or [Support Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]