

Safety Recall Notification

Date: [Insert Date]

To: [Service Center Name]

Address: [Service Center Address]

Dear [Service Center Manager's Name],

We are writing to inform you of a safety recall affecting certain vehicles serviced at your center. The details of the recall are as follows:

Recall Details:

- **Recall Number:** [Insert Recall Number]
- **Vehicle Models Affected:** [List affected models]
- **Production Dates:** [Insert production date range]
- **Issue Description:** [Briefly describe the safety issue]
- **Risk Involved:** [Explain the risk]
- **Corrective Action:** [Details on the corrective action]

We ask that you notify affected customers as soon as possible and schedule appointments for the corrective actions. Please ensure that your service personnel are aware of the recall and prepared to handle related inquiries.

If you have any questions or require further assistance, please contact our recall department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]