

Important Safety Recall Notice

Date: [Insert Date]

Dear [Product Owner's Name],

We are reaching out to inform you of a safety recall involving your [Product Name], model number [Model Number], purchased on [Purchase Date].

The purpose of this recall is to address a potential safety issue that could pose a risk to users. Our records indicate that you are a registered owner of this product.

Issue: [Brief description of the safety issue]

What You Should Do:

- Stop using the product immediately.
- Visit our website at [Website URL] for further instructions.
- Contact our customer service at [Customer Service Phone Number] for assistance.

We apologize for any inconvenience this may cause and appreciate your prompt attention to this important matter. Ensuring the safety and satisfaction of our customers is our top priority.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]