

Safety Recall Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you about a safety recall concerning your [Product Name], with the model number [Model Number] and serial number [Serial Number].

This recall is being issued because [brief description of the safety issue]. Your safety and satisfaction are our highest priorities, and we are committed to resolving this matter quickly.

Please take the following steps:

1. Stop using the product immediately.
2. Contact our customer service team at [Customer Service Number] or [Email Address] to initiate the recall process.
3. Follow the instructions provided by our team for the return and replacement of the product.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation. Your safety is our top priority.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]