

Product Recall Notification

To: [Retailer Name/Contact]

Dear [Retailer Name/Contact],

We are writing to inform you of an important product recall. Please review the details below, take the necessary action, and notify us of your compliance.

Product Information

Product Name	[Product Name]
SKU/UPC	[SKU or UPC]
Batch/Lot Number(s)	[Batch/Lot Numbers]
Recall Date	[Date]

Reason for Recall

[Briefly describe the issue leading to the recall, potential hazards, regulatory concerns, etc.]

Actions Required

1. Immediately remove all affected products from your shelves and inventory.
2. Quarantine the products in a secure area to prevent further distribution or sale.
3. Notify your employees regarding this recall and provide them with relevant details.
4. Report back to us with the quantity of products on hand and confirm completion of the above steps.

Contact Information

For questions or further assistance, please contact:

[Contact Name]

[Phone Number]

[Email Address]

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Company Address]