

Product Recall Notice Letter

[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Contact Email] | [Contact Phone Number]
[Date]

To:

[Customer Name]
[Customer Address]
[City, State, ZIP Code]

Subject: Important Product Recall Notice – [Product Name/Model Number]

Dear [Customer Name],

We are contacting you regarding an important safety recall of the following product purchased from us:

- **Product Name:** [Insert Product Name]
- **Model/Batch Number:** [Insert Model or Batch Number]
- **Date of Purchase:** [Insert Purchase Date]

Reason for Recall:

[Briefly describe the issue or defect and the associated safety risk.]

What You Should Do:

1. Stop using the product immediately.
2. Follow the instructions below to return the product and receive a refund/replacement/repair:

[Provide details on how to return the product, or any further actions required.]

Your safety is our top priority. If you have any questions or need further assistance, please contact our customer service team at [Contact Phone Number] or [Contact Email].

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]