

# Urgent Product Recall Notification

Date: [Insert Date]

Dear Customer,

We are writing to inform you of an urgent recall regarding the following product(s) you may have purchased:

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

## Reason for Recall

[Briefly describe the issue or concern that has prompted the recall, e.g., potential safety risk, defect, etc.]

## What You Should Do

- Immediately stop using the product.
- Locate the product and check the model/batch number to confirm if your purchase is affected.
- Contact our customer support team at [Insert Contact Details] for instructions on how to return or replace the product.
- Follow any further safety or return instructions provided by our team.

## Support

We apologize for any inconvenience this may cause. Your safety is our top priority. If you have any questions or require assistance, please contact us at [Insert Contact Email/Phone].

Sincerely,

[Your Company Name]

[Contact Information]