

# Product Recall Notification Letter

**Date:** [Insert Date]

**To:** [Retail Chain Contact Name / Title]

[Retail Chain Name]

[Retail Chain Address]

Dear [Retail Chain Contact Name],

**SUBJECT:** PRODUCT RECALL NOTIFICATION " [PRODUCT NAME / SKU]

We are writing to inform you of a product recall involving **[Product Name / Description]** (UPC/SKU: [insert number]) that has been distributed to your retail locations. This action is being taken as a precautionary measure to ensure the safety and satisfaction of consumers.

## DESCRIPTION OF THE ISSUE

[Provide a brief and factual explanation of the reason for the recall, e.g., "It has come to our attention that this product may contain undeclared allergens. There have been no reported illnesses or injuries to date."]

## AFFECTED PRODUCTS

**Product Name:** [Insert Product Name]

**SKU/UPC Number:** [Insert SKU/UPC Number]

**Lot/Batch Numbers:** [Insert Details]

**Dates Sold:** [Insert Date Range]

## ACTIONS REQUIRED

1. Immediately discontinue sale of the affected product(s) and remove from shelves.
2. Isolate any remaining inventory of the affected batches.
3. Return the affected products to: [Insert Return Location and Instructions].
4. Complete and return the attached acknowledgment form to confirm receipt of this notice and actions taken.

## CONSUMER INSTRUCTIONS

Please notify your store teams to advise consumers who may have purchased the affected product not to consume it and to return it to the place of purchase for a full refund.

## CONTACT INFORMATION

For any questions regarding this recall, please contact:

[Company Recall Coordinator Name]

[Title/Department]

[Phone Number]

[Email Address]

We apologize for any inconvenience this may cause and appreciate your cooperation in ensuring the safety and well-being of our customers. Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]  
[Company Name]  
[Phone Number]  
[Email Address]