

# Recall Traceability Response Template

## Section 1: Company Information

Company Name

Contact Person

Contact Information (Phone/Email)

Date

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## Section 2: Product Identification

Product Name

Product Code/Batch/Lot Number

Production Date(s)

Best Before/Use By Date(s)

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## Section 3: Recall Details

Reason for Recall

Date Recall Initiated

Type of Hazard (if any)

## Section 4: Traceability Information

Summary of Product Distribution

Distributor/Customer Name	Address/Location	Contact Info	Quantity Sent	Date Supplied

## Section 5: Corrective Actions

Corrective/Preventive Actions Taken

Regulatory Authorities Contacted

## Section 6: Additional Notes