

{{client_name}}
{{client_address}} · {{client_city_state_zip}} · {{client_phone}}
PRODUCT SAFETY RECALL

{{notice_date}}

{{recipient_name}}
{{recipient_address}}
{{recipient_city_state_zip}}

RE: Recall {{recall_number}} — {{product_name}}

IMPORTANT SAFETY RECALL NOTICE

Dear {{recipient_name}},

IMMEDIATELY STOP USING THIS PRODUCT.

Our records show that you purchased {{product_name}} from {{location_name}} on or about {{purchase_date}}. In cooperation with {{regulator_name}}, {{client_name}} is recalling this product because {{hazard_description}}. We are writing to you directly because your safety matters more to us than any sale.

Product	{{product_name}}
Model or SKU	{{product_sku}}
Lot or serial range	{{lot_range}}
Sold between	{{sale_start_date}} and {{sale_end_date}}
Hazard	{{hazard_description}}
Incidents reported	{{incident_count}}
Recall number	{{recall_number}}

What to do now.

- Stop using the product and keep it away from children and pets.
- Bring it to any {{client_name}} location, or use the prepaid label enclosed.
- You will receive {{remedy_description}}. No receipt is required.

You do not need to prove your purchase. Our records already show it, and this letter is all the documentation we need from you.

If you or someone else has been hurt.

Please call {{recall_hotline}} straight away and tell us what happened. We report every incident to {{regulator_name}}, and knowing about yours helps protect other people.

For questions, call {{recall_hotline}}, {{recall_hotline_hours}}, or visit {{recall_url}}. We are sorry for the trouble and the concern this causes.

Sincerely,

{{signer_name}}
{{signer_title}}
{{client_name}}

ENCLOSURE

PREPAID RETURN LABEL AND RETURN INSTRUCTIONS

A prepaid return label and step-by-step return instructions are enclosed.

{{packet_document}} — {{packet_page_count}} pages

This enclosure is supplied per {{group_noun}} and is bound behind this cover at mailing time. Page count varies by {{group_noun}}.