

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Urgent Product Recall Notice - Oyster Product

Dear [Recipient Name],

We are writing to inform you of a voluntary recall of our oyster product, [Product Name], due to [reason for recall, e.g., potential contamination, safety concerns]. Your health and safety are our top priorities, and we are taking this precautionary measure to ensure the well-being of our customers.

Product Details:

- **Product Name:** [Product Name]
- **Product Code/Batch Number:** [Batch Number]
- **Purchase Dates:** [Start Date] to [End Date]
- **Packaging Details:** [Brief description of the packaging]

We kindly ask you to take the following actions:

1. **Do Not Use:** Please do not consume the affected product.
2. **Return or Dispose:** Return the product to the place of purchase or dispose of it safely.
3. **Contact Us:** If you have any questions or need further assistance, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter. Your safety is paramount, and we are committed to resolving this issue promptly.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]