

SAMPLE RECALL NOTIFICATION LETTER

[DATE]

[CUSTOMER FIRM NAME and ADDRESS]

ATTN: [CONTACT PERSON NAME and TITLE]

Re: [RECALL OF TYPE OF PRODUCT]

Dear Sir or Madam:

This letter is to confirm our telephone conversation that [Company.

Name] is recalling the following product because [Specify Recall

Reason]:

[Describe the product, including name, brand, code,
package size and type, establishment number, etc.]

We request that you review your inventory records and segregate. and hold the above product. If you have shipped any of this product, then we request that you contact your customers and ask them to retrieve the product and return it to you. Once you have retrieved all of the product, please contact us. We will arrange to have the product shipped to our facility. Please do not destroy the product.

We will credit your account for any product returned.

We are undertaking this action in cooperation with the Food, Safety and Inspection Service (FSIS) of the U.S. Department of Agriculture. FSIS officials may contact you to confirm that you have received this notice and are cooperating in this action.

Your prompt action will greatly assist [Company Name] in this action. If you have any questions, please do not hesitate to contact [Company Recall Coordinator] at [Telephone Number].

Thank you for your cooperation.

Sincerely,

[Company Official Name] and [Title]