

Sample form recall

(use this form as a sample for recalling products/services, subject to changes)

- To: [company name]
[company address]
[company fax, if applicable]
[company e-mail address or electronic address]

- I/We* hereby notify you that I/we* are recalling:
the following products: [description of product]*
the following digital content: [description of digital content]*
the following service: [description of service]*

- Ordered on*/received on* [date of order for service or date of receipt for products]
- [Name of consumer(s)]
- [Address of consumer(s)]
- [Signature of consumer(s)] (only applicable when submitting a paper copy)

* Strike through as applicable/complete as applicable.