# Official recall notification letter

Subject: Important Product Safety Notice - Immediate Action Required

Dear Valued Customer,

This letter serves as official notification regarding [Product Name, Lot Number, Expiration Dates] that may have been sold past their expiration date at our retail locations.

Our quality assurance team has identified that products with the following specifications were inadvertently kept on shelves beyond their recommended expiration dates:

- Product: [Specific Product Name]
- Lot Numbers: [Numbers]
- Expiration Dates: [Date Range]
- Affected Locations: [Store Locations]

We are implementing immediate corrective measures in compliance with [relevant regulations/standards]. All affected products have been removed from shelves, and we are conducting a comprehensive review of our inventory management procedures.

If you have purchased any of the aforementioned products, please discontinue use immediately and return them to any of our locations for a full refund. No receipt is required.

For products already consumed, while the risk of adverse effects is minimal, we recommend consulting with your healthcare provider if you experience any unusual symptoms.

We are cooperating fully with [relevant regulatory body] and will provide updates as our investigation progresses. Additional information is available at [website] or by calling our customer service hotline at [number].

We sincerely apologize for this incident and any inconvenience caused.

Respectfully,

[Name]

[Title]

[Company Name]

[Official Address]

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