

<b>Doc Number:</b> GLF-RC-INSP-05B	<b>TITLE</b> <b>Recall Letter to customers</b>	
Revision: 2.0		Effective date: 31 January 2024

Company B Letter Head

**URGENT MEDICINE RECALL – CLASS? – TYPE?**

Dear Customer,

We hereby inform you that we are recalling the following batches of Product A

Product A	Batch / Lot number(s)	Expiry Date	Manufacturing date	Pack Size	First release date for sale	Quantity initially released	Recall Classification (As confirmed by SAHPRA)
							<b>Class ? Type ?</b>

This recall is initiated because.....(give reasons)

We request that you refrain from selling any of the affected batch(s) of Product A and return them to your supplying warehouse or distributor with immediate effect. Company B will collect all your stock which will be replaced .....

For further product information, please call Company B on....phone contact number

We thank you in advance for your co-operation and apologise for any inconvenience caused.

Yours faithfully,

.....