

URGENT: MANDATORY SAFETY FIX NOTIFICATION

Date: [Insert Date]

Subject: Important Safety Modification for [Product Name/Model Number]

Dear [Customer Name],

This letter is to inform you of a mandatory safety fix required for your [Product Name], purchased on or about [Purchase Date/Range].

Reason for this Notice:

[Company Name] has identified a potential safety issue regarding [Describe issue, e.g., electrical short, mechanical failure]. Under certain conditions, this could result in [Describe risk, e.g., fire hazard, injury risk].

Required Action:

To ensure your safety and the continued performance of your product, the following steps are mandatory:

- [Step 1: e.g., Immediately stop using the product.]
- [Step 2: e.g., Unplug the device from the power source.]
- [Step 3: e.g., Schedule a repair or order a replacement kit.]

How to Obtain the Fix:

[Company Name] will provide the necessary [repair/replacement part/software update] free of charge. Please choose one of the following options:

- Visit our website at: [Website URL]
- Call our dedicated safety line at: [Phone Number]
- Visit an authorized service center at: [Address/Link]

Identification:

Affected units can be identified by the following Serial Numbers: [Insert Serial Number Range].

We apologize for any inconvenience this may cause. Your safety is our primary concern.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]