

**FOOD RECALL COMMUNICATION FORMAT**  
(to be given on Recalling firm's letterhead)

FAX/Letter Template

To

All Food Business Operator of Recalled Food  
(Distributors/Wholesalers/Retailers/Restaurants)

**URGENT!**

**FOOD RECALL** (should be in bold red type)

Food Authority's Unique Identification No. for Recall (when available) \_\_\_\_\_

Date: \_\_\_\_\_

Our company is voluntarily recalling \_\_\_\_ (food name) \_\_\_\_ due to \_\_\_\_ (reason for recall) \_\_\_\_.  
It may not meet food safety & quality standards, and/or may represent a small/moderate/serious  
(CHOOSE one word) health or safety threat to people who use it.

Please follow these instructions to ensure a successful recall:

- (i) Immediately discontinue selling or distributing your existing stock of \_\_\_\_ (brand, name, code of food, package size, etc.) \_\_\_\_.
- (ii) Inform us of the quantity of food you have on hand by completing the bottom portion of this form. Sign the form and return it by FAX to \_\_\_\_ (Contact person & FAX number) \_\_\_\_ as soon as possible.
- (iii) DO NOT dispose of the food! Instead: (Choose one of the two options)
  - a. Wait for further instructions from \_\_\_\_ (their sales rep) \_\_\_\_ OR
  - b. Return the recalled food to \_\_\_\_ (name of company's contact person) \_\_\_\_ as soon as possible.

If you have distributed any of the recalled food, please immediately:

- (i) Contact your downstream food business operator/individuals by telephone and in writing to advise them about the recall.
- (ii) Instruct them to return their unused, un destroyed stock to (company or supplier).
- (iii) Instruct them to also notify any of their Food business operator/individuals, which may have received the recalled food.

If you have any questions regarding this recall, please feel free to contact \_\_\_\_ (company's contact person) \_\_\_\_ at \_\_\_\_ (phone) \_\_\_\_.

Sincerely,

(Recalling Food Business Operator)

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**CUSTOMER NAME:** \_\_\_\_\_

**QUANTITY ON HAND:** \_\_\_\_\_ Cases / Cans / Packages Circle One)

\_\_\_\_\_  
Owner's Name – Please Print

\_\_\_\_\_  
Owner's Signature