

**FOOD RECALL TERMINATION REQUEST FORMAT**  
(to be given on Food business Operator's letterhead)

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

To

The State Food Authority/Food Authority

Food Authority's Unique Identification No. for Recall \_\_\_\_\_

Product Brand: \_\_\_\_\_ Product Code: \_\_\_\_\_ Date Code: \_\_\_\_\_

Food Authority Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Ref: Request for Recall Termination**

Dear \_\_\_\_\_

\_\_\_\_\_(Food Business Operator)\_\_\_ initiated a Class \_\_\_ recall of the above-listed product on \_\_\_\_\_(date)\_\_\_ that extended to the \_\_\_\_\_ level. Proper notifications were made by phone, fax, email, mail and personal visits, and records of these notifications have been provided to your office.

All requested Status Reports have been filed (indicate if or not within the proper timeframes), and the latest report is being submitted with this. \_\_\_\_\_( Food Business Operator)\_\_\_ believes the above-listed product has been successfully recalled.

In light of this successful and conscientiously executed recall, \_\_\_( Food Business Operator)\_\_\_ hereby requests that this food product recall be terminated, and that \_\_\_( Food Business Operator)\_\_\_ be provided with written confirmation of the termination.

Thank you for your assistance.

\_\_\_\_\_  
Signature and title

(Food Business Operator)