**APPENDIX Y2- Recall Completion Notification**

**COMPANY LETTER HEAD**

**RECALL COMPLETION NOTIFICATION**

Date: MM/DD/YY

Firm Name  
Address  
Telephone

Dear: \_\_(Consignee)\_\_\_\_\_  
  
COMPANY’S NAME would like to notify the successful completion of a product recall involving: **Product Name, Brand Name, Size, UPC, Lot number**.

On MM/DD/YY, \_(Company’s name)\_\_initiated a class \_\_\_recall of **Product Name, Brand Name, Size, UPC, Lot number** because \_\_\_\_(reasons)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
(Company’s name) has made reasonable efforts to remove all recall products from the market. Moreover, all customers were notified about the product recall and had taken proper actions according to the instructions from the company. Furthermore, the recalled products were appropriately disposed and destroyed with the witness of regulatory agency. Therefore, the product recall has been terminated by the Federal Food and Drug Administration (FDA).

In light of this successful and conscientiously executed recall, Cutie Pie Co. Company would like to thank all customers for cooperating and complying with the recall processes.

If you have further questions, please do not hesitate to contact us. Thank you for your cooperation.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and title Date

COMPANY’S NAME