

Medical Complaint Regarding Medication Error

Your Name: **[Your Name]**

Your Address: **[Your Address]**

City, State, Zip Code: **[City, State, Zip Code]**

Email: **[Your Email]**

Phone Number: **[Your Phone Number]**

Date: **[Date]**

To: **[Recipient's Name]**

Title: **[Recipient's Title]**

Facility Name: **[Facility Name]**

Facility Address: **[Facility Address]**

Subject: Complaint Regarding Medication Error

Dear **[Recipient's Name]**,

I am writing to formally address a serious issue that occurred during my recent visit to **[Facility/Doctor's Office]** on **[Date of Incident]**. I was prescribed **[Medication Name]**, but due to a clerical error, I received **[Incorrect Medication/Incorrect Dosage]**, which has caused **[brief description of the effects or complications]**.

I believe it is crucial to bring this matter to your attention in order to ensure the safety of other patients. I kindly request a thorough investigation into this incident and appropriate measures to prevent such errors in the future.

Furthermore, I would appreciate your response regarding the steps being taken to resolve this matter and any necessary advice for moving forward regarding my health care.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]