

# Patient Complaint Letter

To Whom It May Concern,

I am writing to formally express my concerns regarding the medical care I received at [Hospital/Clinic Name] on [Date of Service].

My name is [Your Name] and I am a patient at your facility. My medical record number is [Medical Record Number]. I am writing to address several issues that I experienced during my visit:

- Issue 1: [Describe the first issue]
- Issue 2: [Describe the second issue]
- Issue 3: [Describe the third issue]

These issues caused me considerable distress and did not meet the expectations set forth by your institution regarding patient care.

I hope to resolve this matter amicably and would appreciate your prompt attention to my concerns. I would like to request an explanation of how such matters are addressed and what steps will be taken to ensure similar situations do not occur in the future.

Thank you for your attention to this serious matter. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]