

[Your Name]
[Your Title]
[Your Institution/Practice Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address the recent allegations regarding my professional conduct in the care of [Patient's Name] on [Date of Incident]. I take these matters very seriously and wish to provide a detailed account of the circumstances surrounding the situation.

On [Date], I evaluated [Patient's Name], presenting with [specific symptoms or condition]. Based on my assessment, I proceeded with [specific treatment plan or action taken], which adheres to the accepted standards of care for similar cases. Throughout the process, I ensured that all protocols and guidelines were followed, prioritizing patient safety and well-being.

Furthermore, I documented all interactions and treatment measures in the patient's medical record, ensuring transparency and accountability. I would be happy to provide any additional information or documentation needed to support my case.

Thank you for your attention to this matter. I look forward to resolving this issue collaboratively.

Sincerely,

[Your Name]
[Your Title]