

Letter of Commitment to Corrective Action

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

Subject: Commitment to Corrective Action Following Medication Error

I am writing to formally acknowledge and address the recent medication error that occurred on [insert date]. We recognize the seriousness of this incident and the potential impact it may have had on patient care.

We take this situation very seriously and are committed to taking the necessary steps to prevent any future occurrences. Our immediate action plan includes:

- Conducting a thorough investigation to understand the root cause of the medication error.
- Reviewing and updating our medication administration protocols.
- Providing additional training to all staff involved in medication management.
- Implementing a double-check system for high-risk medications.
- Establishing a regular review process for medication errors to identify patterns and improve practices.

We appreciate the guidance and support from our healthcare team and are determined to learn from this incident to enhance patient safety and care quality.

Thank you for your understanding and support as we implement these corrective actions.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]