

Letter of Apology for Prescription Error

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to sincerely apologize for the error that occurred concerning your recent prescription. We understand that this may have caused you concern and inconvenience, and for that, we are truly sorry.

At [Pharmacy/Healthcare Provider's Name], we take such matters very seriously. We have investigated the circumstances surrounding this incident and are implementing measures to prevent a recurrence in the future. Your health and trust are of utmost importance to us.

Please rest assured that your safety is our priority, and we are here to support you. If you have any questions or need further assistance, do not hesitate to reach out directly at [Phone Number] or [Email Address].

Thank you for your understanding. We greatly appreciate your patience in this matter.

Sincerely,

[Your Name]

[Your Title]

[Pharmacy/Healthcare Provider's Name]

[Contact Information]