

Letter of Explanation and Apology for Dosage Error

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally address the recent dosage error that occurred on [insert date of incident]. I sincerely apologize for the oversight and any distress it may have caused you.

Upon reviewing the situation, it has come to my attention that the prescribed dosage of [medication name] was incorrectly administered. This was due to [briefly explain the reason for the error]. I understand that this may have raised concerns regarding your care, and for that, I am truly sorry.

Please be assured that this incident has prompted a thorough review of our medication administration processes. We are implementing additional training for our staff to ensure that such a mistake does not happen again in the future.

We are committed to providing you with the highest quality of care and appreciate your understanding as we work to improve our practices. If you have any further questions or concerns, please do not hesitate to reach out to me directly at [your contact information].

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]