

Follow-Up Letter Regarding Medication Error

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Hospital/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your acknowledgment of the medication error that occurred on [insert date of incident]. We appreciate your prompt attention to this matter.

As we continue to address this situation, we would like to discuss the following steps:

- Review of the incident with the involved staff members.
- Implementation of additional training sessions for our team.
- Enhancements to our medication administration protocols.

We believe that these actions will help to minimize the risk of similar errors in the future. We are committed to patient safety and ensuring the highest level of care.

Please let us know a suitable time for you to discuss this further. We value your input and commitment to continuous improvement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Hospital/Organization Name]

[Your Contact Information]