

Dear [Patient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the medication error that occurred on [Date of Incident]. It was never our intention to cause you any distress or harm, and I deeply regret any impact this may have had on your health.

Upon reviewing the situation, we identified that [brief explanation of the mistake]. We are taking this matter very seriously and have implemented measures to ensure that this does not happen again in the future.

Your well-being is our top priority, and we are here to support you. If you have any questions or require further assistance regarding your medication or care plan, please do not hesitate to reach out to me directly at [Phone Number] or [Email Address].

Thank you for your understanding and for being a valued part of our community. We are committed to providing you with the highest standard of care.

Sincerely,

[Your Name]

[Your Title]

[Hospital/Practice Name]

[Contact Information]