

Dear [Patient's Name],

We hope this message finds you well. We are writing to address a recent medication administration error that occurred during your care at [Facility Name]. We want to assure you that your safety and well-being are our top priorities.

On [Date of Incident], an incorrect dosage of [Medication Name] was administered. We understand that this situation may be concerning, and we want to provide you with the following information:

- Your vital signs are stable, and you will be closely monitored for any adverse effects.
- We have taken immediate steps to rectify the error and ensure that it does not happen again.
- Your healthcare team is here to answer any questions and provide you with the support you need.

Please do not hesitate to reach out to us at [Contact Information] if you have any concerns or need further clarification. We are committed to your health and recovery.

Thank you for your understanding and trust in us.

Sincerely,

[Your Name]
[Your Title]
[Facility Name]
[Contact Information]