

# Letter of Transparency Regarding Medication Error

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Transparency in Addressing Medication Error

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a recent medication error that occurred on [insert date of incident] at [insert location or department]. It is our commitment to maintain transparency and accountability in our healthcare practices, and I believe it is crucial to inform you about this unfortunate incident.

Description of the Incident:

On [insert date], a medication error was identified involving [brief description of the error]. This error was [explain how it happened, e.g., due to a miscommunication, incorrect dosage, etc.]. We take this incident seriously and have initiated a thorough investigation to understand the contributing factors.

Immediate Actions Taken:

Upon discovery of the error, we immediately took the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

We have also reached out to [insert relevant parties, e.g., the patient, family members] to discuss the situation and provide necessary support.

Moving Forward:

To prevent such incidents in the future, we are implementing the following measures:

- [Preventative measure 1]
- [Preventative measure 2]
- [Preventative measure 3]

We value your trust and are dedicated to providing safe and effective care. Please feel free to reach out if you have any questions or concerns regarding this incident or our response to it.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]