

Letter of Clarification for Medication Delivery Mishap

Date: _____

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to clarify the recent mishap regarding the delivery of my medication, which occurred on [date of incident]. I understand that there was an issue with the shipment that resulted in a delay, and I appreciate your attention to this matter.

Details of the incident are as follows:

- Medication Name: _____
- Order Number: _____
- Expected Delivery Date: _____
- Actual Delivery Date: _____

Due to this delay, I experienced [briefly explain any impact on health or well-being]. I kindly request any information you have regarding the cause of this delay and any steps being taken to prevent such occurrences in the future.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]