

Notification of Negligence

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of an incident that occurred on [insert date] involving the health services provided at [insert name of facility].

On this day, [insert details of the negligence, including what happened, the affected party, and how it deviated from standard care practices].

This situation has caused [insert consequences of the negligence, such as physical harm, emotional distress, or financial loss]. I believe that this matter requires your immediate attention to ensure that such incidents do not recur in the future.

Please provide a response by [insert deadline], detailing how you plan to address this issue. I look forward to your prompt and thorough investigation.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]