

Letter of Dissatisfaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Clinic Name]

[Clinic Address]

[City, State, ZIP Code]

Dear [Clinic Manager's Name],

I hope this letter finds you well. I am writing to formally express my dissatisfaction regarding the handling of appointment complaints at your clinic. My recent experiences have prompted me to address the ongoing issues I have encountered.

On [insert dates], I scheduled appointments for [insert the purpose of appointments]. Unfortunately, both appointments were either significantly delayed or canceled without proper notification, which caused considerable inconvenience.

Despite my attempts to express my concerns during my visits and over the phone, I have not received satisfactory responses or solutions. This lack of communication and resolution is disappointing and does not reflect the level of service I expected from your clinic.

As a valued patient, I believe it is important for you to be aware of these issues. I urge you to revisit your appointment management system and improve your communication protocols to prevent such incidents in the future.

Thank you for taking the time to address this matter. I hope to see positive changes in the future and look forward to your prompt response.

Sincerely,

[Your Name]