

Prescription Error Documentation Request

Date: [Insert Date]

To: [Pharmacy Name]

Address: [Pharmacy Address]

Dear [Pharmacist's Name],

I am writing to formally request documentation regarding a prescription error that occurred on [Insert Date of Incident]. The details of the prescription are as follows:

- Patient Name: [Patient's Name]
- Prescription Number: [Prescription Number]
- Medication: [Medication Name]
- Prescribing Doctor: [Doctor's Name]
- Date of Prescription: [Prescription Date]

We believe there may have been a discrepancy in the medication dispensed, and we are seeking clarity on this matter. Please provide copies of any relevant documentation, including the prescription, dispensing records, and any notes related to this incident.

We appreciate your attention to this matter and look forward to your prompt response. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]