

Formal Complaint Regarding Lack of Communication

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Healthcare Provider's Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the lack of communication I have experienced with your healthcare facility. On several occasions, I have attempted to reach out for information regarding my treatment plan and medical status, but my inquiries have gone unanswered.

Specifically, I first contacted your office on [date] and have since followed up on [date(s)]. Unfortunately, I have not received any response or clarification regarding my concerns, which has caused me considerable stress and confusion.

Effective communication is critical in healthcare, and I believe that timely responses to patient inquiries are essential for fostering trust and collaboration. I hope that you will take my concerns seriously and implement improvements to ensure that other patients do not face the same difficulties.

I look forward to your prompt response to this matter and hope to see a positive change moving forward.

Thank you for your attention to this issue.

Sincerely,
[Your Name]