

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hospital Name]

[Hospital Address]

[City, State, ZIP Code]

Dear [Hospital Administrator's Name],

I am writing to formally express my dissatisfaction regarding the inadequate communication I experienced during my recent visit to [Hospital Name] on [Date of Visit].

During my stay, I encountered several instances where the hospital staff failed to provide clear and timely information about my treatment and care schedule. This lack of communication not only caused me significant confusion but also heightened my anxiety during an already stressful time.

Specifically, I was not informed about [specific issue, e.g., delays in treatment, changes in medication, etc.], which led to [describe the impact, e.g., missed appointments, unaddressed health issues, etc.]. I believe that effective communication is crucial for patient care, and in this case, it fell short of acceptable standards.

I hope you will take my concerns seriously and implement measures to improve communication protocols among your staff to ensure that future patients do not encounter similar issues. I would appreciate a response regarding the actions that will be taken to address this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]