

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Hospital Name

Department Address

City, State, Zip Code

Dear [Hospital Administrator's Name],

I am writing to formally express my dissatisfaction regarding the lengthy wait times experienced in the Emergency Department at [Hospital Name] on [specific date]. During my visit, I endured an excessive wait of [duration] before receiving any medical attention.

Such delays not only cause distress to patients but may also compromise their health and safety. It is crucial for an emergency facility to be prepared to handle the volume of patients adequately and provide timely care. Unfortunately, my experience raises concerns about the efficiency of your department's operations.

I urge you to review these procedures and consider necessary improvements to ensure that future patients do not face similar challenges. Thank you for your attention to this serious matter.

Sincerely,

Your Name