

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally lodge a complaint regarding the misconduct of a staff member at [Hospital Name]. On [specific date], during my visit for [reason for visit], I experienced unprofessional behavior from [Staff Member's Name/Title] that I believe is unacceptable in a healthcare setting.

[Describe the incident in detail, including what occurred, the staff member's actions, your feelings, and the impact it had on your experience. Be as specific as possible.]

This experience was distressing and did not align with the standards of care I expect from [Hospital Name]. I believe that all patients deserve respect and professionalism from healthcare providers.

I kindly ask that you investigate this matter and take appropriate actions to ensure that such behavior does not occur in the future.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]