

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

Administrator's Name
Hospital Name
Hospital Address
City, State, Zip Code

Dear [Administrator's Name],

I am writing to formally express my dissatisfaction concerning the substandard care my [relation, e.g., father, mother] received at [Hospital Name] on [date(s) of visit]. The level of care provided was significantly below my expectations and did not meet the professional standards that I believe should be upheld.

During the visit, we encountered numerous issues including [briefly describe specific issues, e.g., delays in treatment, lack of communication from staff, unsanitary conditions, etc.]. Despite our repeated requests for assistance, the response from the staff was inadequate and left us feeling neglected and distressed.

This experience has caused significant anxiety and frustration, and I feel it is important to bring these matters to your attention to prevent similar occurrences in the future.

I would appreciate your prompt response to this complaint and any actions you intend to take to address these concerns.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]