

Request for Investigation into Professional Negligence

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into the professional negligence related to [briefly describe the situation, e.g., "the care I received on" specific date] from [Name of the Professional/Organization].

Details of the incident are as follows:

- **Date of Occurrence:** [Insert Date]
- **Nature of Negligence:** [Describe the nature of negligence]
- **Relevant Documentation:** [List any documents enclosed or that support your claim]

I believe that the lack of appropriate professional care in this instance has led to [describe any consequences, harm, or impacts]. Due to the seriousness of this issue, I seek a thorough investigation to ensure accountability and prevent future occurrences.

Please let me know if you require any additional information or documentation related to this matter. I appreciate your prompt attention to this pressing issue and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]