

Formal apology for medical error

Subject: Formal Apology Regarding Your Recent Medical Care

Dear [Patient Name],

I am writing to personally address an incident that occurred during your recent treatment at our facility on [Date]. After conducting a thorough review of your case, I must acknowledge that a medical error occurred that affected your care.

Specifically, [describe the error in clear, honest terms without technical jargon]. I take full responsibility for this mistake and deeply regret any physical discomfort, emotional distress, or inconvenience this has caused you and your family.

We have immediately implemented the following corrective measures: [list specific actions taken]. Additionally, we are reviewing our protocols to prevent similar incidents from occurring in the future.

Your trust in our medical team is paramount, and I understand that this incident may have shaken that confidence. We are committed to rebuilding that trust through our actions moving forward.

Please do not hesitate to contact me directly at [contact information] to discuss this matter further or if you have any questions about your ongoing care.

With sincere apologies and commitment to your wellbeing,

Dr. [Name]

[Title and Credentials]

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