

Follow-Up Complaint Letter

Subject: Follow-Up to Unresolved Complaint - Reference #[if provided]

Dear [Administrator/Director],

This letter serves as a follow-up to my initial complaint filed on [date] regarding Dr. [Doctor's Name].

To date, I have not received a response, or the response I received on [date] was inadequate to address the serious concerns I raised.

To summarize my original complaint: [brief description of main issues]. These are serious matters that affect patient safety and quality of care, yet [describe lack of response or inadequate response].

I am disappointed that [facility name] has not taken this complaint seriously. The lack of response suggests that patient concerns are not a priority, which is deeply troubling for a healthcare institution.

I am now escalating this matter and have [filed a complaint with the State Medical Board, contacted a patient advocate, consulted with legal counsel, etc.]. I am also providing copies of both this letter and my original complaint to [additional recipients].

I am giving you one final opportunity to address this matter appropriately before I proceed with formal external complaints. I expect a substantive response within five business days that includes a clear action plan for addressing the issues I have raised.

Patient safety and quality care should be your top priorities. Your handling of this complaint will determine whether I pursue further action through regulatory agencies and legal channels.

Sincerely,

[Your Full Name]

[Date]

[All previous reference numbers]

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