

Formal Patient Complaint Response Letter

Subject: Response to Your Recent Complaint

Dear [Patient Name],

We acknowledge receipt of your complaint dated [Date] regarding your recent experience at [Hospital/Clinic Name]. We sincerely regret any inconvenience or distress caused.

Our team has reviewed the details of your complaint thoroughly. We have identified the issues raised and have taken appropriate corrective measures to ensure similar incidents do not recur.

We value your feedback and commitment to improving our services. Should you require further clarification or wish to discuss this matter, please feel free to contact us directly at [Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Title]

[Department / Hospital Name]

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