## **Quick and Simple Complaint Response Email**

Subject: Response to Your Complaint
Hi [Patient Name],
We have received your complaint regarding your visit on [Date]. We apologize for any
inconvenience caused.
Our team has reviewed the matter and corrective measures are in place. Thank you for sharing your
feedback.
Best regards,
[Your Name]
[Title / Department]
[Contact Information]

## Get more templates here:

 $\underline{https://www.lettersandtemplates.com/letters/patient-complaint-response-letter}$