

Professional Investigation Outcome Letter

Subject: Outcome of Your Complaint Investigation

Dear [Patient Name],

Thank you for your patience while we investigated your complaint regarding [Specific Issue] on [Date]. Our investigation concluded that [Summary of Findings].

As a result, we have taken the following steps: [List Corrective Actions]. We are committed to maintaining the highest standard of patient care and ensuring such incidents do not occur again.

We appreciate your feedback and invite you to contact us if you have further concerns.

Sincerely,

[Your Name]

[Title]

[Hospital / Clinic Name]

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