

Provisional / Preliminary Response Letter

Subject: Acknowledgment of Your Complaint

Dear [Patient Name],

We have received your complaint regarding your recent visit on [Date]. This letter serves as an acknowledgment while we conduct a detailed review.

Our team is currently investigating the matter and will provide a full response within [Time Frame].

Thank you for your patience.

Sincerely,

[Your Name]

[Title / Department]

[Hospital / Clinic Name]

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