

FAQ / Quick Resolution Patient Response Letter

Subject: Your Complaint – Resolution Details

Dear [Patient Name],

We have received your complaint regarding [Issue]. Here are answers to common questions you may have:

- What happened? [Brief Explanation]
- What is being done? [Corrective Actions]
- Who can I contact for follow-up? [Contact Information]

We hope this clarifies your concerns. Your feedback is valuable to us.

Best regards,

[Your Name]

[Title]

[Department / Hospital Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/patient-complaint-response-letter>