

NHS COMPLAINT LETTER

Patient Name: _____ NHS Number: _____

Address: _____

Contact Telephone: _____ Email Address: _____

Date of Incident (if applicable): _____

Healthcare Provider / Trust Name: _____

Department / Location of Care: _____

Complaint Reference Number (if known): _____

Summary of Complaint:

Please provide a clear and concise description of your complaint, including all relevant details and facts. Include what happened, when it happened, who was involved, and how it affected you. Attach additional pages if necessary.

Desired Outcome:

Describe the outcome you are seeking as a result of making this complaint. This may include an apology, explanation, changes to procedures, or other remedies.

Supporting Documents Included:

Please list any documents you are enclosing with this letter to support your complaint, such as medical reports, letters, photographs, or witness statements.

Declaration:

I declare that the information I have provided is true to the best of my knowledge and belief. I understand that this complaint will be handled in accordance with NHS complaints procedures and that my personal information will be processed in accordance with data protection law.

Signature: _____

Date: _____

COMPLAINANT'S SIGNATURE

RECEIVED BY NHS

Signature: _____

Signature: _____

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