MEDICAL APOLOGY LETTER

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Introduction

An Apology letters is written when a person wants to apologize to someone. The reason can be anything and the letter basically states the reason for apology and also promises the person to not be careless and behave in such a manner in the future. Instead of asking for apology face to face or on call, writing a letter and asking for apology is the best way.

In a medical apology letter the executive of the medical centre usually apologize to the relatives of a patient to whom they could not give proper treatment.

Medical Apology Letter Tips

Here are some of the helpful tips to write a medical apology letter

- State the reason for the apology clearly
- The reason for the apology should be valid
- While writing the body of the letter remember to apologize and justify your reason
- Do not make any spelling mistakes and grammatical errors
- Keep the content of the letter precise
- End the letter in a soft and pleasing note
Sample Medical Apology Letter

From,

_______

_______

_______

_______

Date: _____ (Date on Which Letter is Written)

To,

_______

_______

_______

_______

Subject: Medical Apology letter

Dear Sir,

I the senior management executive of XYZ hospital am writing this letter to apologize to you for not saving the patient in spite of giving properly treatment and assuring you that everything will be fine. As the patient was severely injured when you brought him here also there was huge blood loss. They too had hoped him to survive but after all everything happen according to the wish of the almighty.

They had planned to do a surgery but before they could try anything everything was over. They once again apologize for not saving him. They tried our best but unfortunately it did not work out. I on behalf of our hospital apologize to you and your family for not saving your son. I deeply apologize and pray that his soul resets in peace.

Hope you understand our problem and forgive us for this.

Contact no:

Email id:

Thanking You

Yours truly,

Name and Signature
Medical Apology Letter Template

From,

__________

__________

__________

__________

Date: _____ (Date on Which Letter is Written)

To,

__________

__________

__________

Subject:

Dear _____(Sir or Madam),

I am _______________ (Your name and designation), and I sincerely apologize to you on behalf of the entire medical team of the hospital. As your mother was admitted in our hospital because she had to undergo a Brain Tumor operation and it was not successful which led to her sad demise. I undertake explaining to you that your mother was in the last stage of the tumor and she was 75 years old.
At this advanced stage of the disease and this age, success rate of such an operation is quite low and this was clearly mentioned in our preoperative contract which you already signed. However, on your demand our highly qualified doctors had taken a chance and operated on her. They tried their best, but please consider it as God’s wish. I truly respect your feelings for your mother and from the bottom of my heart apologize to you and your family. I will pray to God that your mother’s soul rests in peace.

Thanking You

Yours truly,

Name and Signature
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