

Sample Complaint Letter

DATE

YOUR FULL NAME & TITLE
ADDRESS
POST CODE
TEL NUMBER HOME/WORK
E-MAIL ADDRESS

NHS NO. }
HOSPITAL NUMBER: D. } *if known*
PATIENT'S DATE OF BIRTH }

Head of Patient Relations
South Tees Hospitals NHS Foundation Trust
The James Cook University Hospital
Marton Road
MIDDLESBROUGH
TS4 3BW

Dear Sir/Madam

Re: PATIENT'S NAME, DATE OF BIRTH, ADDRESS *(if not yourself)*

I am writing to you to complain about the treatment received at

(insert) HOSPITAL & WARD/ DEPARTMENT WHERE INCIDENT HAPPENED

- *Please see enclosed leaflet for the hospitals covered by South Tees Hospitals NHS Trust.*
- *If you are complaining about a particular member of staff, also include their name and position if known.*

(insert) DETAILS OF WHAT HAPPENED, WHEN IT HAPPENED

- *Include names and positions of people involved, if relevant.*
- *If the events are very detailed, list the main points in date order in this letter.*
- *Enclose further background information on separate sheets, if required.*
- *Do not leave out relevant information or any part of your complaint).*

(insert) DETAILS OF WHY YOU ARE NOT SATISFIED.

- *If you wish to complain about a number of matters, list the most important ones first.*
- *Try to be clear and concise in the points you make.*

How To Write A Complaint Letter About A Coworker

Didier Musso



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Table of Contents How To Write A Complaint Letter About A Coworker

1. Understanding the eBook How To Write A Complaint Letter About A Coworker
 - The Rise of Digital Reading How To Write A Complaint Letter About A Coworker
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Write A Complaint Letter About A Coworker
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Write A Complaint Letter About A Coworker
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Write A Complaint Letter About A Coworker
 - Personalized Recommendations
 - How To Write A Complaint Letter About A Coworker User Reviews and Ratings
 - How To Write A Complaint Letter About A Coworker and Bestseller Lists
5. Accessing How To Write A Complaint Letter About A Coworker Free and Paid eBooks
 - How To Write A Complaint Letter About A Coworker Public Domain eBooks
 - How To Write A Complaint Letter About A Coworker eBook Subscription Services
 - How To Write A Complaint Letter About A Coworker Budget-Friendly Options

6. Navigating How To Write A Complaint Letter About A Coworker eBook Formats
 - ePub, PDF, MOBI, and More
 - How To Write A Complaint Letter About A Coworker Compatibility with Devices
 - How To Write A Complaint Letter About A Coworker Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Write A Complaint Letter About A Coworker
 - Highlighting and Note-Taking How To Write A Complaint Letter About A Coworker
 - Interactive Elements How To Write A Complaint Letter About A Coworker
8. Staying Engaged with How To Write A Complaint Letter About A Coworker
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Write A Complaint Letter About A Coworker
9. Balancing eBooks and Physical Books How To Write A Complaint Letter About A Coworker
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Write A Complaint Letter About A Coworker
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine How To Write A Complaint Letter About A Coworker
 - Setting Reading Goals How To Write A Complaint Letter About A Coworker
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of How To Write A Complaint Letter About A Coworker
 - Fact-Checking eBook Content of How To Write A Complaint Letter About A Coworker
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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