

## 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

**L Cohen**



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