Date

To

[Recipient Name]

Company Name

Street Address City, ST ZIP Code

Subject: **Unprofessional behavior shown**

Dear Mr. Ross,

This is a warning letter for your misbehavior with Dr. Ali at 3:00 p.m. on 29th October 2018.

When the doctor came to check your condition and asked you a few questions, you not only became rude but abused and threatened him and broke his stethoscope and the ultrasound machine. We have a list of questions that he asked and those are all the necessary questions that every patient is asked as their answers are important toward the analysis of a patient’s condition.

Your disruptive behavior caused disrespect to our doctor and damaged the hospital’s equipment as well. Our hospital never tolerates such behavior, and, in the past, we have often terminated many patients enrolled with us even without giving any warning.

You have been under treatment at our hospital for a year now which is why we are issuing you this warning letter first. However, if this behavior or any such behavior occurs again, we will cancel your enrolment at this hospital and will involve the insurance company to claim any damages.

We also expect you to write an apology letter to Dr. Ali. If you have any questions, contact us at [CONTACT].

Emily Will.

Street Address City, ST ZIP Code

Phone

Email

Enclosure