

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Medical Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my concerns regarding my recent appointment with the ultrasound technician on [Appointment Date].

[Briefly describe the specific issues you faced, such as wait times, professionalism, technical difficulties, etc. Include any pertinent details.]

I believe addressing these issues can help improve the experience for future patients. I appreciate your attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]