

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Hospital/Clinic Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

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

During my visit, I experienced [describe specific concern, e.g., long wait times, lack of communication, discomfort during the procedure, etc.]. This made me feel [explain how it affected you, e.g., anxious, frustrated, confused, etc.].

I believe it is essential for patients to feel comfortable and informed during such procedures, and I hope my feedback can contribute to improving the experience for future patients.

Thank you for taking the time to consider my concerns. I look forward to your response.

Sincerely,
[Your Name]