Date

Name of Contact Person  
Name of Hospital  
Hospital Address  
City, State, Zip Code

Subject: Lack of accommodation in the emergency ward

Dear Mr./MS XYZ,

I am Mrs. ABC, and I am writing this letter on behalf of my son (mention the child's name and age). We have entered your prestigious hospital's emergency ward on January 5, 20XX, at 1:00 a.m. My son was suffering from severe tonsillitis and high-grade fever. The emergency room was over-crowded, and we have to wait for three hours before we got medical assistance and a proper bed. We had waited three hours on a chair, and no one was there to start the medication.

We all are well aware of the prevailing conditions of the entire world. COVID-19 pandemic has changed the world altogether. Hospitals and paramedical staff are on high alert in the world. We are well-aware of their responsibilities, but the fact is that every patient requires emergency treatment and individual attention as well. The accommodation facility should be available for all the patients, and you need to increase the number of beds in your hospital's emergency ward.

Since I had suffered unnecessarily, I want to request you to please increase the number of paramedical staff in the emergency department so that no one suffers the same circumstances in the future. I have attached all the necessary documents with this letter for your convenience.

Thank you so much for your patience.

Sincerely,

Patient’s Name  
Patient’s Address  
City, State, Zip Code  
Phone number

Signature

List of enclosed documents.