

## Sample Response Letter

Date  
First & Last Name  
Address 1  
Address 2  
City, State, Zip Code

Dear Title, Last Name:

I am writing to let you know that we have completed our investigation of your privacy complaint. In summary, *describe circumstance of the complaint.*

UW Medicine takes patient privacy very seriously. This disclosure was not consistent with our privacy practices, and we are sorry that it occurred. We use the results of our investigations to help us prevent future occurrences of this kind.

Thank you for bringing this issue to my attention. I hope it has been addressed to your satisfaction.

Sincerely yours,

Name, Title  
UW Medicine