**Outcome Letter Template**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We would like to inform you that the complaint you filed on \_\_\_\_\_\_\_\_\_\_\_\_ has been concluded. You have been provided with a verbal explanation of the outcome of our investigation. We thank you for bringing your concerns to our attention. If you have any additional questions or concerns, please contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you are dissatisfied with the outcome of your complaint you may contact:

Qsource ESRD Networks

Patient Services Department

911 E. 86th St., Suite 30

Indianapolis, IN 46240

Network 10 (IL): 800-456-6919

Network 12 (IA, KS, MO, NE): 800-444-9965

Kind Regards,

Name

Title