

My Name is .....

Address .....

Telephone Number .....

I wish to make a complaint about:

**THE SERVICE PROVIDED**

.....

.....

**CONDUCT OR ATTITUDE OF STAFF**

.....

.....

**A SERVICE I NEED WHICH IS NOT PROVIDED**

.....

.....

**OTHER CAUSE OF COMPLAINT**

.....

.....

If you are making this complaint on behalf of another person, please give details of that person.

**NAME** .....

**ADDRESS**.....

I am a \*relative/friend/professional advisor.

Does this person know that you have made this complaint \*Yes/No  
(\*delete as necessary)

You may give further details of the complaint on a separate sheet of paper.