

Complaints Form Template

The Complaints Form is an additional tool to use in writing the details of a complaint received over the phone, or in person.

Name of Complainant:	
Date Completed:	

What is the nature of the complaint/s? *(i.e. what happened and why you are complaining)*

When did the incident/s occur? (Date or periods)

Who was involved?

Where there any witnesses? *Please include names where possible.*

May we contact you for further/additional information if required?

Yes

No

If yes, please provide contact details (email address and phone number ideally):

Any additional information