Buxhall Village Hall Complaints Form

Please use this form to make your complaint, but if you prefer you can write a letter or telephone.

1. Name and Organisation (if applicable):

2. Address (including post code):

3. Telephone/ E-mail:

4. Tell us about your complaint in your own words:

    a) Clearly outline why you are not satisfied

    b) Clearly outline what you want us to do to put things right

    c) Have you tried to resolve your complaint before?

    d) If “yes”, please explain when and how

5. Any other comments?

Signed…….

Print name …….

Position in Organisation (If applicable)……..

Date…….