**Complaint form**

**If you have tried to speak to the person you have a complaint with and are still not happy, this complaint goes to the manager of the service. They will respond to you in 5 days telling you how they will try to address the complaint, and come back to you in 10 days with a final response. If you are still unhappy you can appeal. For more info, ask for our complaints procedure. Please put complaint in an envelope addressed to manager and state whether domestic violence service.**

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Telephone number/e mail address

**Your complaint**

What is your complaint?

Who does it relate to?

How do you want your complaint resolved?

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date complaint made \_\_\_\_\_\_\_\_\_\_\_\_\_\_**