



The Park Community Centre 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 postcode):**
- 3. Telephone: Email:**
- 4. Tell us about your complaint, clearly outlining:**
 - 4a. Why are you not satisfied?**

 - 4b. What do you want us to do to put things right?**

- 5. Have you tried to resolve your complaint before?**

If "yes", when? If "yes", how?

6. Any other comments?

Signed
Print name
Organisation (If applicable)
Date