**Complaints Template (Written)**

**If you would like to make a complaint in writing. Please fill out the details below and pass it to the reception team. If you require some more paper, please ask the reception team as they will be happy to provide you with anything you need.**

**Full Name-**

**Date of Birth-**

**Address-**

**Please explain the event you wish to make a complaint about in as much detail as possible including the dates and times if possible**

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**Please provide an up-to-date contact number for us to contact you on**

**Please provide us with an e-mail address if you wish to be contacted this way.**

**Print name**

**Signature**

**Date**

**Please pass this document to the reception team. Thank you for taking the time to fill out this template. We are committed to making improvements in our practice and welcome any opportunity to do so.**