

Southbourne

Village Hall

Complaints Form

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

Name and Organisation (if applicable):

Address (including post code):

Telephone:

E-mail:

Tell us about your complaint, clearly outlining:

Have you tried to resolve your complaint before?
If "yes", when? If "yes", how?

Why are you not satisfied?

What do you want us to do to put things right?

Any other comments?

Signed

Organisation (If applicable)

Print name

Date