



## BOROUGH GREEN VILLAGE HALL – FORMAL COMPLAINTS FORM

Please email completed form to: [boroughgreenvillagehall@gmail.com](mailto:boroughgreenvillagehall@gmail.com)

<b>Full Name:</b>	
<b>Organisation (if applicable):</b>	
<b>Address (including post code):</b>	
<b>Contact Phone Number:</b>	<b>Contact Email Address:</b>

<b>Have you already tried to resolve the complaint? If Yes please supply details of WHEN and HOW</b>
<b>What is your complaint and why are you dissatisfied?</b>
<b>What do you want the Committee to consider for resolution of the complaint?</b>
<b>Any other comments that may assist us regarding the complaint:</b>

Please feel free to attach any additional information you feel relevant.

<b>COMMITTEE USE ONLY:</b>		
<i>REF No:</i>	<i>DATE:</i>	<i>NAME:</i>