**Complaints Reporting Template**

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| **Name of complainant:** |  |
| **Address of complainant:** |  |
| **Email address of complainant:** |  |
| **Telephone number of complainant:** |  |
| **Date of receiving complaint:** |  |
| **Name of staff taking the complaint (if applicable):** |  |
| **Complainants concerns** |
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| **Details of complaint – include as much detail as possible** |
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| **Complainants desired outcome** |
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