

BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No: 304724)

Mill Road, Buxhall, Stowmarket, Suffolk, IP14 3DS

COMPLAINTS FORM

Please use this form to make your complaint, or if you prefer you can write a letter, email or telephone. Completed forms or letters can be emailed or posted to the Secretary at emilybyam1@gmail.com Emily Byam, Cleves Cottage, Buxhall, Suffolk, IP14 3DJ or telephone 07964 045373.

1. Name and Organisation (if applicable):

2. Address (including post code):

3. Telephone/ E-mail:

4. Tell us about your complaint in your own words:
 - a) Clearly outline why you are not satisfied

 - b) Clearly outline what you want us to do to put things right

 - c) Have you tried to resolve your complaint before?

 - d) If "yes", please explain when and how

5. Any other comments?

6. Please let us know how you would like us to respond: Letter, email or telephone call.

Signed:

Print name:

Position in Organisation (If applicable):

Date: