

# Anonymous Complaints & Feedback Form

## Instructions:

1. Complete this form.
2. Forward with information to our Complaints Manager via stamp self-addressed envelope provided at your intake. If you do not have this envelope, then please feel free to contact us by:



Website:

Postal Address:

3. Please do not put your name through our website or on the envelope.

**Who is the person, or what is the service, about whom you are complaining or providing feedback about?**

Name or Service:

Does the person know you are making this complaint/providing feedback?

☐

YES

☐

NO

**What is your Complaint/Feedback about?**

*Please provide relevant detail to help us understand your concerns.*

*Include what happened, where it happened, the time it happened and who was involved.*



## Supporting Information

Please attach copies of any documentation that may help us to investigate your complaint/feedback (for example letters, references, emails)

**What outcomes are you seeking because of the complaint/feedback?**

## Office use only

*Date received:*

*Action taken or required:*

*Date action completed:*

*Signature:*