

## Formal Complaint Form

Name:

Address:

City, State, Zip Code:

Email:

Phone:

Date:

Have you contacted someone at our office? If so, with whom did you speak?

Please describe accurately the nature of your complaint and whom or what your complaint involves:

Please describe how this incident impacted you:

What would you consider to be a satisfactory solution?

Do you have a preference for complaint procedure to follow a certain cultural and legal perspective and/or religions/spiritual considerations for addressing this complaint? (\*we cannot guarantee this for legal reasons but will strive to be culturally competent in responding to all complaints).

Please give additional comments you believe will be important during further investigation of your complaint:

By signing you declare that all information you have given here is truthful and accurate

Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_