



Appendix 1: Complaint Form

TO:

- 1. Name (and Organisation if applicable):**
- 2. Address (including postcode):**
- 3. Telephone/E-Mail:**
- 4. Please outline your complaint in your own words in the following sections:**
 - a. Clearly outline why you are not satisfied:
 - b. Clearly outline what could be done to resolve this issue:
 - c. Any other comments?

Signed.....

Name Printed.....

Position in Organisation (if applicable).....

Date.....

Cove Burgh Hall, Shore Road, Cove, G84 0LY

www.coveburghhall.org.uk

Company Limited by Guarantee registered in Scotland: SC217153. Charity registered in Scotland: SC031296