

# Complaints Procedure: Formal Investigation

1. Name (block capitals) .....
2. Address .....
3. Tel no. Home ..... Work .....
4. County Council Service or Directorate concerned  
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5. Reference number of any previous correspondence from the Directorate concerned  
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6. What is your complaint? Please give details where possible. Please use another sheet if necessary.  
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Signed ..... Date .....

When you have completed the form, please send it to the appropriate Centre / Office.

