# Attachment 1 - Complaint Form

## Person making the complaint

Please provide your contact details so that we know how to get in touch with you.

|  |  |
| --- | --- |
| Full name |  |
| Daytime contact number |  |
| Email address |  |

## Description of the complaint

Please include any information which you think is relevant to your complaint.

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## Description of the resolution you are seeking

Please tell us how you would like your complaint resolved by us.

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| --- | --- |
| Signature |  |
| Date |  |

## For ELV use

|  |  |
| --- | --- |
| Date received |  |
| Record number |  |
| Date recorded in the register |  |

Source: ELV Handling Complaints and Feedback Policy