



SUGGESTED SERVICES COMPLAINT LETTER

Name & Address

Dear

I am the parent of ***(child's name and date of birth)***.

I am writing to make a formal complaint about ***(the person and/or incident/issue you are complaining about)***.

I am complaining because ***(give as much detail about the person and/or incident/issue as you can (include the date/times))***.

So far the following actions have been taken: ***(explain what has happened so far in response to your concerns e.g. letters/emails/meetings, actions by the person/service. You can include copies of any letters or emails)***.

I am not happy with the actions taken because ***(e.g. not enough done, the problem is still going on, no action has been taken)***.

I would like you to put things right by ***(e.g. offering an apology, providing me with a date when the action will be completed etc.)***.

I would like you to investigate this matter further and let me know of the outcome. ***(You can put a time deadline here)***.

I look forward to hearing from you.

Yours sincerely

(Your Name)

c.c.