**Dorset Community Action Complaint Form**

Personal Details

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| --- | --- |
| First Name |  |
| Surname/Family Name |  |
| Address |  |
| Email |  |
| Telephone |  |

Your Complaint

A. Please provide a summary of your complaint below (300 words max)

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B. Please describe what action you have taken to pursue the complaint to date (200 words max)

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C. Please provide a brief explanation of the issue(s) you consider to be unresolved (400 words max)

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D. Please explain how you would like your complaint to be resolved (200 words max)

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Supporting Documentation

Do you wish to submit any supporting documentation for consideration? Yes/No

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return completed forms to: info@dorsetcommunityaction.org.uk