

COMPLAINT REPORT

Clearly define your complaint.

On what evidence is this complaint based? List all pertinent information regarding your complaint.

What solution does the complainant suggest?

Date and Place of Meeting: _____

Who attended? _____

What was discussed? _____

On what facts did you agree? _____

Disagree? _____

What is your mutual resolution? _____

I agree that this complaint has been resolved:

Signature _____ Date _____