

Appendix 1 - Complaint Form

You should submit this completed complaint form either by post to Complaints ETT, Units 57-59 Ballymena Business Centre, 62 Fenaghy Road, Galgorm, BT42 1FL or by email to amanda@ett-ni.org

| PERSONAL DETAILS | | | |
|--|--|-----------------|--|
| First name: | | Surname: | |
| Current address: | | | |
| Home Tel: | | Mob Tel: | |
| Email address: | | | |
| Please confirm the name of the person and/or the department you have been dealing with from the ETT team. | | | |
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| EXPLANATION OF COMPLAINT Please set out your complaint in detail, explaining what aspect of our service you are dissatisfied with and why. Continue on a separate sheet if necessary. |
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| RESOLUTION To help us resolve matters to your satisfaction, please set out what you are hoping to achieve as a result of this complaint. | |
|---|--|
| | |
| Signature: | |
| Name: | |
| Date: | |