

## 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](mailto:amanda@ett-ni.org)

PERSONAL DETAILS			
<b>First name:</b>		<b>Surname:</b>	
<b>Current address:</b>			
<b>Home Tel:</b>		<b>Mob Tel:</b>	
<b>Email address:</b>			
<b>Please confirm the name of the person and/or the department you have been dealing with from the ETT team.</b>			

<b>EXPLANATION OF COMPLAINT</b> 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.

<b>RESOLUTION</b> To help us resolve matters to your satisfaction, please set out what you are hoping to achieve as a result of this complaint.	
<b>Signature:</b>	
<b>Name:</b>	
<b>Date:</b>	