

Web: http://www.calvarycork.org/
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RCN: 21103009

Formal Complaints Form

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Name:			
Phone number:			
Email address:			

1. What does your complaint relate to?

- 2. Please name anyone involved in the issue and describe their role, i.e. subject of the complaints, witness, etc.
- 3. Please describe the incident or matter in as much detail as you can, including when and where it occurred.
- 4. Please describe any steps you have taken to resolve the issue already. (Please note this is not an encouragement to seek an alternative resolution nor a discouragement from lodging a formal complaint.)

5.	How would you like your complaint to be ideally resolved?
6.	Please state any additional information which you consider relevant to your complaint or that might help your complaint be resolved. If you have documentation that you consider relevant, please indicate here that you have attached a copy with your complaint.