



Formal complaint form

If you want to make a formal complaint about our services, please fill in the following details.

Your name _____

Address and postcode _____

Phone (day) _____ (evening) _____

Please tell us about your complaint.

Please give details about how this situation happened.

How has this situation affected you?

What can we do to put things right for you?

Signed _____ Date _____

Please return the filled-in form to:

Customer Services Co-ordinator,

Westlea Housing Association, Methuen Park, Chippenham, Wiltshire, SN14 0GU.

E-mail: enquiries@westlea.co.uk

Phone: 01249 465465.