



WIMBLEDON AND PUTNEY COMMONS CONSERVATORS
FORMAL COMPLAINT FORM
CONFIDENTIAL

Date: _____

First Name : _____ Surname: _____

Address for correspondence:

Daytime Telephone No: _____

Email address: _____

1. Please describe your complaint as fully and clearly as you can, including how you may have been affected:

2. Have you spoken/ emailed or written to anyone at the Charity about this complaint before? **Yes/No**

3. If **Yes**, please give the name of the person you contacted and details of what happened as a result:

Name of person contacted:

Date contacted:

What happened?

4. Does this relate to a specific incident? **Yes/No**

5. If so, what date and time did the incident occur?

Date: _____ Time: _____

How would you like the complaint/enquiry to be settled? (i.e. What would you like the Charity to do to put things right?)

Any other information which you feel is relevant to your complaint:

Please return this completed Formal Complaint Form with any covering letter or other relevant information that will assist in the investigation of this complaint to:

Chief Executive
Ranger's Office
Manor Cottage
Windmill Road
Wimbledon
London
SW19 5NR

E-mail: complaints@wpcc.org.uk