

# FORMAL COMPLAINT

Your Name

Age

Name of person against  
whom complaint is being filed:

Age

Today's date

Date and approximate time of incident:

Describe the nature of your complaint, including the names of all individuals involved, witnesses of the incident and any proof you might have about the complaint:

Describe what led up to the incident, including any part you may have played.

Give details about how the incident has affected you.

Give details about how you could have prevented the incident from occurring.

What actions would effectively deal with your complaint?

punishment

compensation

written apology

verbal apology

other (please explain)

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Your Signature