

# COMPLAINT SUBMISSION FORM

Please use this form to help us investigate your complaint. You may find it easier to write a letter or e-mail instead. Please give us as much information about your complaint as possible.

If you prefer to make an appointment to discuss the matter in person, please telephone either the Client Care Manager, Miss Angela Lewis, telephone number 01270 610300 or the person who has sent you this form.

When completed, please send this form, together with any other relevant information within the business reply envelope provided, to either:

**(1) Miss Angela Lewis, Care Manager, Hall Smith Whittingham<sup>LLP</sup> Solicitors, 1 Dysart Buildings Nantwich Cheshire CW5 5DP, alewis@hswsolicitors.co.uk ; or**

**(2) Miss Emma Appleyard, Partner, Hall Smith Whittingham<sup>LLP</sup> Solicitors, 1 Dysart Buildings Nantwich Cheshire CW5 5DP, eappleyard@hswsolicitors.co.uk**

Full Name	
Address	
Contact Number/s	
E-mail (if relevant)	
HSW reference number (if known; e.g. FOX11/2)	
The person about whom you are complaining	
Please detail the reason for your complaint	

(Please continue on separate paper if necessary)

Signature ..... Date .....