



Client Complaint Resolution Form

Name: _____ Date: _____

Email Address: _____ Telephone: _____

How would you prefer to be contacted? Phone Email

Please provide a written description of the complaint:

Client Signature: _____

Thank you for bringing your complaint to our attention, please be assured that all complaints are carefully reviewed, and taken very seriously. Please note that you will receive contact from the Executive Director within two business days, and at this time attempts to reach a resolution will be made in a fair and timely manner.