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| Complaint Fact sheet | | |
| Date of issue: | | Date of complaint: |
| Your name: | | Name of staff: |
| Description | | |
| What happened? |  | |
| Who did it happen to? |  | |
| When did it happen? |  | |
| What did you do about the problem or issue? |  | |
| Witness name? | *The name of the other person who saw what happened?* | |
| Witness contact details? | *The contact details of the other person who saw what happened* | |
| Do you have any evidence? | *Photos? Screenshots? Documents?* | |
| What do you want to have happen in response? |  | |
| Other |  | |
| Other |  | |
| Progress | | |
| Update 1: |  | |
| Update 2: |  | |
| Resolution |  | |