

COMPLAINT LETTER (COMPLAINT APPLICATION FORM)

Note: This form should be completed by a complainant wishing to lodge a complaint. All information will be held securely and handled strictly in line with the applicable reporting and investigation procedures. Confidentiality will be maintained at all times.

1. General data:

Name of complainant (Optional) _____
P. O. Box: _____
Sub-city _____ Woreda: _____ Kebele: _____ H.No. _____
Tel. _____ e-mail: _____

2. Person or Work Unit against whom/which complaint is lodged

3. Description of the complaint

Date of incident: _____
Time of incident: _____
Place of incident: _____
Brief summary of the complaint:

4. Evidence/witnesses, if any,

5. How do you want to see the matter resolved?

Signature _____

Date _____