## Template Complaint Letter To School Governors

|  |
| --- |
| **My name:** |
| **My child’s name:** |
| **My address:** **Postcode:****Daytime telephone number:****Evening telephone number:** |
| **Details of my complaint** |
| **Details of staff members I have spoken to**  |
| **Actions that I feel could resolve this problem** |
| **Details of any attached paperwork**  |
| **Signature:****Date:** |
| **Official use** |
| **Date acknowledgement sent:** |
| **By who:**  |
| **Complaint referred to:** |
| **Date:**  |