## Template Complaint Letter To School Governors

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| **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:** |