



Complaint Form

Please complete this section, setting out your complaint. Alternatively, you may attach your complaint to this form).

Complainant:	<i>Please complete these details in full.</i>
Surname	
First Name	
Mr. / Mrs. / Ms.	
Address	
Daytime Phone	

Email (if applicable)	
Fax Number (if	

Date (form)

You should submit your complaint by post to the following address: The Director, Leap, Winetown, Fore, Co. Westmeath

Or by email to: leapireland@gmail.com If, by reason of disability or other good reason, you are unable to submit the complaint in writing, please contact us on Ph: 087 6130165 and we will assist you to do so.

What will now happen to my complaint once received by Leap?

Once we have received your complaint it is our policy to send you a letter acknowledging receipt of your complaint within seven working days, enclosing a copy of Leap's Complaint's Procedure.

We will work to resolve the issue/s as soon as possible and preferably within eight weeks.

Your complaint will be carefully considered, investigated if necessary, and responded to in keeping with our Policy and Complaints Procedure.

For more details please go to our website www.leapireland.com where you can access our **Policy and Complaints Procedure**.