**Braintree Tennis Club Complaint Form**

Please send us details about the incident you would like to report to jonnyjazz@me.com or julespinks@aol.com so that the appropriate actions can be taken to ensure that the reported situation will not occur at any other time in the future. Complaints will be responded to within 7 days, together with a plan of action.

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Date of complaint

Name

Email Tel. no.

Date of reported

incident

Incident Location

Complaint details

Desired outcome

Your signature

I declare that the information I have entered is truthful and accurate