

# Counselling Today

## Support when you need it



113 Newland Street Witham  
Essex CM8 1BE  
TEL 07985689965

Making a complaint

Nature of your complaint

Name	
Address	
Telephone Number	
Email	

1. If you think I have not kept to my service principles and standards
2. Billing or technical matters
3. Other

In order to process your complaint I need as much information as possible. I will treat all this information as confidential, although complaints will naturally involve sharing this information insofar as it is relevant to the complaint.

Please continue on a separate sheet if necessary

Signed.....