FORBES LOA

FORMAL WRITTEN COMPLAINT STATEMENT

It is important that **FACTS** are stated clearly and as concisely as possible.

DATE OF STATEMENT: _____ *(month, day, year)*

STATEMENT WRITTEN BY: _____ (name)

COMPLAINT AGAINST: _____ *(name)*

DATE OF INCIDENT: _____ **TIME OF INCIDENT** _____

DETAILS OF COMPLAINT:

Please note that you must be current on your dues for possible action to be taken on this request.

_____ _____

(signature) **(date)**

Copy to: Board of Directors Communication Book
Complaint by file
Complaint against file

COVENANT ARTICLE OR BY-LAW VIOLATION