



Formal Complaint Form

Name of Complainant: _____ Date: _____

Address: _____ Phone: _____

What was the date the incident or issue occurred? _____

Have you talked with management or anyone else at Recovery Technology about this issue? Yes No

If yes, who did you speak with? _____

What is the complaint about? Please explain what happened, when and whom this involves:

Please tell us what you would like to see done about this problem and how you think it should be corrected:

Thank you for bringing your concerns to our attention. We will try to resolve your complaint as quickly as possible but no longer than 60 days. Feel free to keep in touch with us during this process (517)780-3336. Please use the back of this form if more room is needed.

Signature: _____ Date: _____

Person Providing Assistance: _____ Date: _____
(If assistance is needed)

CC: Leadership