****Diocese of York - Complaint Form

To make a formal complaint in line with the Diocese of York’s Complaints Policy, please set out the details in writing using the form below, either by email to hr@yorkdiocese.org, or else by post addressed to HR, Diocese of York, Amy Johnson Way, York, YO30 4XT.

These addresses are monitored, and we aim to acknowledge a formal written complaint within three working days of receiving it.

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| Your name: |  |
| Address:  |  |
| Postcode:  |  |
| Contact telephone number:  |  |
| Please give details of your complaint, including whether you have spoken to anybody at the Diocese about it. |  |
| What actions do you feel might resolve the problem at this stage?  |  |
| Are you attaching any paperwork? If so, please give details.  |  |
| Signature:  |  |
| Date:  |  |
|  |
| **Official use**  |
| Date acknowledgement sent:  |  | By who:  |
| Complaint referred to:  |  | Date:  |
| Outcome: |  |