Circle appropriate COMPLIMENT SUGGESTION

Date: …………………………………Received by:…..……………………………….

Made via (circle) Telephone Letter (attached) In person

SUBJECT:……………………………………. ..………………………………………..

Thank the person for their compliment/suggestion and explain that feedback is valuable in helping to maintain and improve the service.

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| --- | --- |
| **Name of Person** |  |
| **Address** |  |
| **Phone** |  |
| **Details of Compliment/Suggestion** | |
| **Action to Be Taken/Outcome** | |
| **Service User advised of action to be taken:**  At time of making compliment/suggestion  At a later date (note date and time feedback provided) | |
| **Compliment/Suggestion Taken by**: (Name of Team member & date) | |