

If you are not happy with any aspect of ATEL's service and wish to make formal notice of an issue please complete the following details and send to the RTO Manager by email or post.

**Details**

Your name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred contact method:     Phone                       Email

Details of issue (where possible include details such as people involved/dates/course):

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What are you hoping the outcome of this complaint to be?

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_