



## Audit Scotland Complaints Form

The completion of this form will aid us to investigate and respond to your complaint about Audit Scotland quickly and comprehensively. If you have any questions or difficulties completing this form please contact us on 0845 146 1010.

You can also complain to us by email at [complaints@audit-scotland.gov.uk](mailto:complaints@audit-scotland.gov.uk)

### About you

Title						
Name						
Address						
Postcode						
Email address						
Telephone Number	Day		Evening		Mobile	

Please indicate how you wish us to communicate with you:

Email  Letter  Phone  Other  (please specify)

### About your complaint

Please give details of the Audit Scotland staff member, department or issue you want to complain about.

Title (if known)	
Name	
Sector/department or office location	
Position in the organisation (job title)	

### Details of your complaint

To assist us to thoroughly investigate your complaint, please provide us with as much information as you can. Please be as specific as possible by including the date, time and details of the event, and any evidence that supports your complaint. If needed please continue on a separate sheet(s) if required.

[Empty rectangular box for signature and date]

I understand and accept that the details of this complaint will normally be made available during the investigation to the Audit Scotland member of staff or department that may be the subject of the complaint.

Signature:

Date:

Please return this form to:  
Audit Scotland  
110 George Street  
Edinburgh  
EH2 4LH