

NORTHUMBERLAND

Northumberland County Council

[Enter Name]

[Enter House Number] [Enter Street Name]

[Enter Town/City]

[Enter County]

[Enter Post Code]

[Enter Date]

Ref: [Enter Ref number]

Dear [Enter Name]

[Enter feedback type] regarding [Enter detail]

I am writing with regard to your [Enter feedback type], which we received on [Enter date]. The matter you have raised relates to work undertaken by [Enter Organisation details] and as such I have passed your [Enter feedback type] along to [Enter detail] for their consideration.

In the meantime, if you have any queries, please do not hesitate to contact me.

Yours sincerely

[Enter Name of Officer]

[Enter Job title]

[Enter Direct line telephone number]

[Enter Email Address]

[Enter Postal address]