

# The Hatufim-Org Website Inquiry/Complaint Form

**PART ONE:** (Read instructions on next page, add additional pages if required)

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PART TWO:** The specific thing or things I am complaining about are:

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**PART THREE:** The supporting evidence and/or witnesses in support of my allegations are:

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**PART FOUR:** *Under penalty of perjury, I declare the foregoing facts are true, correct and complete.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# The Hatufim-Org Website

## [www.hatufim.org](http://www.hatufim.org)

Please email completed form and supporting evidence in PDF format to: [help@hatufim.org](mailto:help@hatufim.org)

### IMPORTANT INSTRUCTIONS

Read all instructions carefully before completing the form. **If the form is not properly completed it may be rejected or returned for correction.** You may attach **additional sheets to supplement your complaint.**

**PART ONE - Required Information.** You must give your name, address, email, fax and phone numbers. You may copy this form if you need additional copies.

**PART TWO - Facts/Allegations.** Describe each thing about which you are complaining. Mention the web page address and offending text. Please number any additional pages you attach. If you have letters, documents or other evidence, you should attach them to your complaint. It is helpful if you mark your attachments as exhibits (A, B, C, etc.), and refer to them in the description of your complaint. **Please be aware that simply alleging conclusions without setting out facts that support those conclusions will result in the need to ask you for additional information and may delay the processing of your complaint.**

**PART THREE – Supporting Evidence and Witnesses.** Your inquiry/complaint will be considered even if there are no witnesses. If you have witnesses, attach an additional sheet, listing nothing but witnesses, with the name, address and telephone number for each witness, and include a brief description of the facts about which that witness would testify. If you do not attach a list of witnesses, we will presume that you have no witnesses, other than yourself.

**PART FOUR - Signature.** You must sign the form and certify under penalty of perjury that your allegations are true. Unsworn complaints are not considered.

Please email completed form and supporting evidence in PDF format to: [help@hatufim.org](mailto:help@hatufim.org)