

Complaint Inquiry Form Sample for Product Defects

Use this **complaint inquiry form** sample to efficiently report product defects and ensure prompt resolution. The form collects essential details to assist customer service in addressing issues effectively. Streamline your defect reporting process with this clear and concise template.

Customer Information

Full Name:

Email Address:

Phone Number:

Product Details

Product Name/Model:

Serial/Batch Number:

Date of Purchase:

Place of Purchase:

Complaint Details

Description of Defect:

Actions Taken (if any):

Attach Photos (if available):

No file selected

Preferred Resolution

- Replacement
- Repair
- Refund
- Other (please specify below)

Submit Complaint