

Customer Complaint Form Sample

Customer Name:

Email Address:

Phone Number:

Date of Complaint:

 YYYY-MM-DD

Complaint Details:

Complaint Category:

 Select ▼

Suggested Resolution / Action Requested:

Attach Supporting Documents (if any):

 Choose File

No file selected

 Submit Complaint

Follow-up Actions & Resolution Tracking

Action	Assigned To	Due Date	Status	Date Completed
Complaint Received and Logged	[Customer Service Rep]	[YYYY-MM-DD]	Pending	
Investigation Conducted	[Manager]	[YYYY-MM-DD]	In Progress	
Resolution Communicated to Customer	[Customer Service Rep]	[YYYY-MM-DD]	Pending	
Case Closed	[Manager]	[YYYY-MM-DD]	Pending	