

Customer Complaint Form

This **customer complaint form sample** includes a dedicated resolution section to ensure efficient handling and tracking of customer issues. It facilitates clear communication between customers and support teams, promoting timely and effective problem-solving. Using this form enhances customer satisfaction by providing a structured process for complaint resolution.

Customer Information

Name:

Email Address:

Phone Number:

Complaint Details

Date of Incident:

Order Number (if applicable):

Type of Complaint:

Description of Complaint:

Resolution Requested by Customer:

Resolution Section (For Internal Use)

Assigned To:

Investigation Notes:

Resolution Provided:

Date Resolved:

Status:

-- Select --

Submit Complaint