

# Sample Complaint Inquiry Form for Customer Service Issues

This **complaint inquiry form** is designed to streamline the process of addressing customer service issues efficiently. It allows customers to provide detailed information about their concerns, ensuring swift resolution. Using this form improves communication and enhances overall customer satisfaction.

Customer Information

Full Name:

Email Address:

Phone Number:

Complaint Details

Order/Account Number (if applicable):

Type of Issue:

--Select an Issue--

Describe Your Complaint:

Preferred Resolution

How would you like us to resolve your issue?

Submit Complaint