

# Customer Complaint Feedback Record Form Sample

This **Customer Complaint Feedback Record Form** sample is designed to efficiently document and track customer grievances, ensuring timely resolution and improved service quality. It captures essential details such as the nature of the complaint, customer information, and follow-up actions. Utilizing this form helps businesses enhance customer satisfaction and operational transparency.

## Customer Information

Customer Name	
Contact Number	
Email Address	
Address	

## Complaint Details

Date of Complaint	
Product/Service Involved	
Complaint Description	
Severity (Low/Medium/High)	

## Investigation & Action Taken

Assigned Staff/Department	
Investigation Findings	
Actions Taken	
Date of Response to Customer	

## Customer Feedback & Closure

Customer Feedback/Comments	
Is Customer Satisfied? (Yes/No)	
Form Completed By	
Date	