

Customer Service Complaint Report Form Sample

Use this **customer service complaint report form sample** to efficiently document and address client concerns, ensuring prompt resolution. The form streamlines communication between customers and support teams for improved service quality. Tailored for clarity and ease, it helps organizations track and analyze complaints effectively.

Date of Complaint:

Customer Name:

Contact Information:

Email or Phone

Type of Complaint:

Select...

Description of Complaint:

Please describe the problem in detail...

Actions Taken (if any):

Document steps already taken to address the complaint

Resolved?

Select...

Handled By (Staff Name):

Submit Complaint