


# Complaint Form/Report template

| **Complaint Details** | | | |
|---|---|---|---|
| **Complaint Date:** | | **Complaint Number:** | |
| **Complainant:** | | **Category:** | |
| **Phone:** | | **Email:** | |
| **Complaint:** | | | |
| **Requested Outcome:** | | | |
| **Complaint Review** | | | |
| **Actions taken:** | | | |
| **Resolutions to be offered:** | | | |
| **Resolutions approved by (manager name):** | | | |
| **Complaint Outcome** | | | |
| **Actions taken:** | | | |