

....., day

(Company name)

.....

(Adress)

.....

(Name and surname of the person reviewing the complaint)

.....

(E-mail adress)

.....

(Phone number)

ANSWER TO COMPLAINT No:_____

In response to a complaint submitted on _____ year (served on the day
_____ year) concerning _____

I consider this complaint to justifiable / unfounded.

SUPPORTING::

METHOD OF SOLVING COMPLAINTS:

Signature and stamp of the person reviewing
the complaint