

....., 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