Customer Feedback Response Report

Report Date:

Customer Name:

Customer Contact Information:

Report Prepared By:

Feedback Overview

Feedback Date:

Type of Feedback:

Feedback Description:

Response Details

Action Taken:

Date of Response:

Updates Provided to Customer:

Follow Up & Resolution

Follow Up Actions:

Final Resolution:

Customer Satisfaction Outcome:

Feedback Log (Summary Table)

Date	Feedback	Response	Status