**Complaint / Appeal Acknowledgment Form**

**…………………………………………….**

(Name and address of the complainant/ appellant)

Dear Sir / Madam

Ref.: Complaint/ Appeal on (subject)………………………………………………………………………………….

Inspected item ref. / job reference…………………………………………..

The receipt of your complaint/ appeal dated ………………………… on above is acknowledged. The compliant/appeal will be investigated and you will be informed about the results of the investigation in due course.

………………………………………….. ……………………………….

Signature of TM/MA Date: