**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: