苦情処理簿

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| 日時 | 令和　　　年　　　月　　　日 | | | 受付者 |  | |
| 午前・午後　　　時　　分 | | | （内線） |  | |
| 申し出者の情報 | 氏　名 |  | | | | |
| 住　所 |  | | | | |
| 連絡先 |  | | | | |
| 〔苦情の内容〕 | | | | | | |
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| 〔原因等究明の結果〕 | | | | | | |
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| 〔苦情に対する弁明の内容〕 | | | | | | |
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| 〔改善措置等〕 | | | | | | |
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| 措置等完了月日:令和　　年　　月　　日 | | | 代表者等確認 | | | ㊞ |