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| 苦情処理簿 | | | | | 回覧 | | | | 受付者 |
|  | |  |  |  |
| 受付日 | | 令和　　年　　月　　日(　　) | | | | | | | |
| 申出方法 | | 電話・FAX・来訪・伝言・文書・面談・その他(　　　　　　　　　　　　　　) | | | | | | | |
| 申出者 | 氏名 |  | (男・女) | 電話 | 自宅 |  | | | |
| 職業 |  | | 携帯 |  | | | |
| 住所 | 〒　　　- | | 勤務先 |  | | | |
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| 苦情の内容 | | | | | | | | | |
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| 処理状況(申出者への回答:令和　　年　　月　　日　処理者氏名　　　　　　　　　　　　　) | | | | | | | | | |
| 原因究明の結果 | | | | | | | | | |
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| 苦情に対する弁明の内容 | | | | | | | | | |
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| 啓善措置、その他参考事項 | | | | | | | | | |
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