

Customer Service Issue Inquiry Report

Date: [Insert Date]

To: [Customer Service Department]

From: [Your Name]

Subject: Inquiry Report on Customer Service Issue

Issue Summary

[Briefly describe the customer service issue, including relevant details such as order number, dates, and affected products or services.]

Timeline of Events

- [Date] - [Description of event or interaction]
- [Date] - [Description of event or interaction]
- [Date] - [Description of event or interaction]

Desired Resolution

[Clearly outline what you would like to see happen as a resolution to this issue.]

Contact Information

If you require further clarification, please feel free to contact me at:

Email: [Your Email]

Phone: [Your Phone Number]

Attachments

[List any relevant documents or evidence attached to the report.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]