

FO-04-16

Issue No. 1
Rev. No. 0



Km7, McArthur Hi-way, Bangkal, Davao City

Tel No. (082) 295-25-94

Email: dcwd_meterlab@davao-water.gov.ph

DCWD CALIBRATION LABORATORY

(Date)

(Name of Customer)

(Address)

(Contact details)

Dear Sir/Madam:

This is to acknowledge the receipt of your complaint letter dated _____ . It is with big regret that you have had resorted this way and we apologized for any inconvenience this may have caused you. Rest assured that your complaint/concern will be treated with due confidentiality and proper investigation will be underway. We will submit a resolution letter within ten (10) working days which is on _____ .

Sincerely,

(Quality Manager)