



**Form of confirmation of receipt of the complaint**

Confirmation of Receipt of Complaint

Reference number: \_\_\_\_\_

|                  |                 |               |                |
|------------------|-----------------|---------------|----------------|
| _____            | _____           | _____         | _____          |
| Name and surname | Personal number | Date of birth | Place of birth |
| _____            | _____           | _____         |                |
| Contact number   | Postal address  | E-mail        |                |

The subject of the complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed Description:

|                              |             |                              |
|------------------------------|-------------|------------------------------|
| _____                        | _____       | _____                        |
| Date of Receipt of Complaint | Accepted by | Received on                  |
| _____                        |             | _____                        |
| Signature of the recipient   |             | Signature of the complainant |

This form of complaint or suggestion must be filled by the client, signed and physically dispatched, or by post at the respective branch of the KRK.

- Please choose the mode of further communication: phone  post  or e-mail

- Within 15 days will be answered, except for specific cases where this deadline may be extended;

The complaint includes additional documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_