

# Guest Issue Resolution Report

Report Date

---

Report Time

---

Prepared By

---

Guest Name

---

Room / Villa Number

---

Contact Info

---

## ISSUE DETAILS

Issue Reported

---

Date & Time Issue Occurred

---

Location

---

Detailed Description

---

## INVESTIGATION & ACTIONS TAKEN

Immediate Action Taken

---

Staff Members Involved

---

Action Taken to Resolve Issue

---

Guest Feedback / Response

---

## FOLLOW UP & RECOMMENDATIONS

Further Action Required

---

Recommendations to Prevent Recurrence

---

Prepared By / Signature

Supervisor / Manager Signature

Date