

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