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| **Fecha de solicitud** | dd | mm | aaaa |  | **No. radicación** |  |

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| 1. **IDENTIFICACIÓN** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Nombre** | |  | | | | | | | | **C.C. o NIT** | | |  | | | | | | | | | | | | |
| **Dirección** | |  | | | | | | | | **Teléfono** | | |  | | | | | **Fax** | | |  | | | | |
| **E-mail** | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **RELACIÓN DE LA FELICITACIÓN, SUGERENCIA, QUEJA O RECLAMO** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Medio de contacto** | | | Personal | | | | | Correo electrónico | | | | | | Telefónico | | | | | Correspondencia | | | | | | |
| **Detalle de la manifestación** | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **PRIORIDAD** | | | Alta  Media  Baja | | | | | | | | **TIPO DE SOLICITUD** | | | | | | **Felicitación**  **Sugerencia**  **Requerimiento**  **Queja** | | | | | | | | |
| **Responsables de la respuesta:** | | | |  | | | | | | | | | | | **Fecha máxima de respuesta** | | | | |  | | |  |  | |
| **Firma de recibido del responsable de la respuesta** | | | | | | | | | | | |  | | | | | | | | | | | | | |
| **Fecha de solicitud** | | | | dd | mm | aaaa | |  | | | | | | | **No. radicación** | | | | | |  | | |

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| **Dirección** |  | | | | | | **Teléfono** | | |  | | | **Fax** | | | |  | | |
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| **Detalle de la manifestación** | | |  | | | | | | | | | | | | | | | | |
| **PRIORIDAD** | | Alta  Media  Baja | | | | **TIPO DE SOLICITUD** | | | **Felicitación**  **Sugerencia** | | | | | | **Requerimiento**  **Queja** | | | | |
| **Responsables de la respuesta:** | | | |  | | | | | | | | **Fecha máxima de respuesta** | | | | dd | | mm | aaaa |
| **Firma de recibido del responsable de la respuesta** | | | | | | | |  | | | | | | | | | | | |

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| **Fecha de solicitud** | dd | mm | aaaa |  | **No. radicación** |  |

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| **Dirección** |  | | | | | | **Teléfono** | | |  | | | **Fax** | | | |  | | |
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| **Detalle de la manifestación** | | |  | | | | | | | | | | | | | | | | |
| **PRIORIDAD** | | Alta  Media  Baja | | | | **TIPO DE SOLICITUD** | | | **Felicitación**  **Sugerencia** | | | | | | **Requerimiento**  **Queja** | | | | |
| **Responsables de la respuesta:** | | | |  | | | | | | | | **Fecha máxima de respuesta** | | | | dd | | mm | aaaa |
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