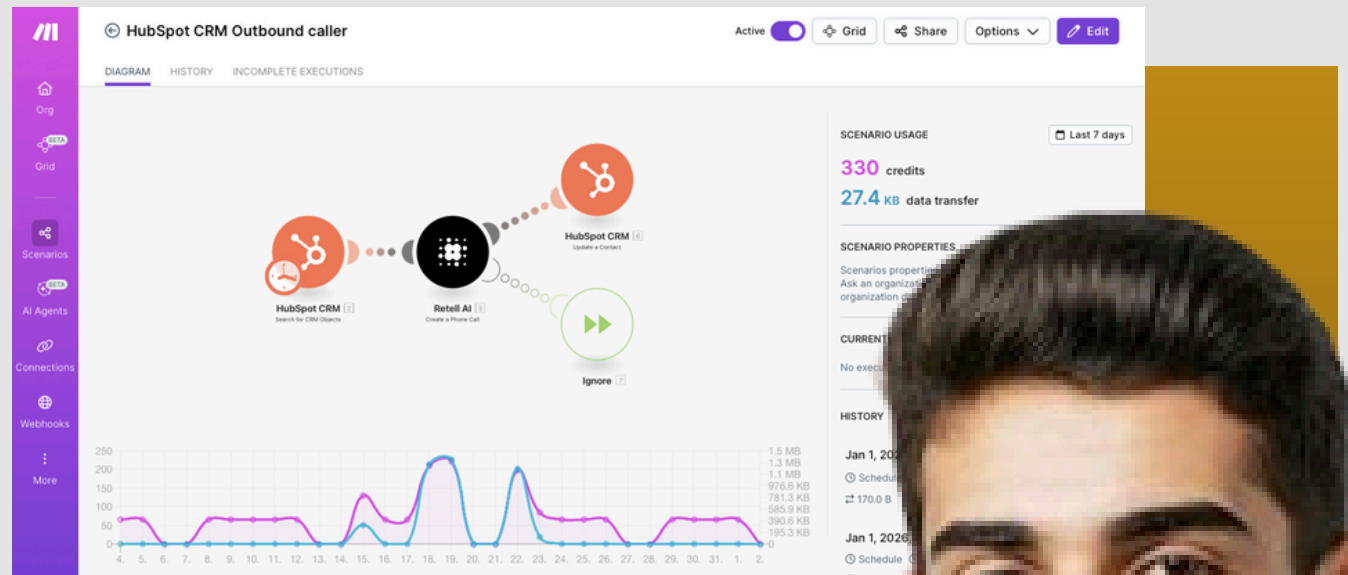




**JOB AID**

# CLIENT ISSUE RESPONSE TEMPLATE

Helps structure professional responses to issues.



## Template Content

- Issue summary:
- Acknowledgment statement:
- Immediate action taken:
- Next steps:
- Escalation details (if applicable):

### Key Reminder

Certified VAs follow systems. Clear systems create reliable results.

