

# City of Cleanville

## Complaint and Inquiry Response Form

Name of individual/company:

Date and time received:

How was this complaint or inquiry received?

- Phone
- Letter
- Personal Visit
- Other \_\_\_\_\_

Nature of complaint or inquiry:

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Name of person responding:

Date and time of response:

How did the response occur?

- Phone
- Letter
- Personal Visit
- Other \_\_\_\_\_

Response summary: