



GENERAL COMPLAINT, CONCERNS COMMENTS FORM

Torrey Town

Name _____ Today's date _____

Person receiving complaint: _____

By: Letter Phone Visit Other.

Address of Complainant: _____

Phone of Complainant: _____

➤ **Nature of Concern/Comment:**

Please write a brief paragraph:

➤ **Complaint**

Date of Incident _____

Brief Description of complaint. Including address of problem, department responsible any pertinent facts.

Please list any names if needed and location

All complaints or concerns must be filed with the town in order for the council to take any action if it is necessary. It is possible that the person receiving the complaint may ask who issued the complaint.

Signed _____ Date _____

Filed with the town on: Date _____

Clerk Signature _____