

Please explain the desired outcome to improve or resolve the situation.

Office Use Only

Complaint #

Received by **Date**

Forwarded to **Date**

Acknowledgement Letter
Date sent: _____
Staff name: _____

Additional Correspondence
Date sent: _____
Staff name: _____

Action Taken

Final Decision Letter
Date sent: _____
Staff name: _____

Copies filed with Clerk

Initial Complaint
 Acknowledgement Letter
 Additional Correspondence
 Final Decision Letter

Thank you for taking the time to express your concern(s).
We will provide a response within thirty(30) days of receiving your complaint.
If you have any questions about this process, please contact the Clerk at 705-932-9326 or
cpage@cavanmonaghan.net