

DATE: _____
TO: Town Manager

FROM: _____

PHONE # _____

ADDRESS: _____

PHONE # _____

SUBJECT: () COMPLAINT, () OBSERVATION NEEDING ATTENTION, or () REQUEST
() WATER/SEWER ISSUE: ACCT.# _____

REFERRED TO: _____ BY: _____

[Please notify Town Manager if response will require more than 3 days.]

DATE	TIME
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[illegible]

ATTACH PAGES AS NEEDED. WHEN COMPLETE, FORWARD THIS FORM TO TOWN MANAGER.

Town Manager Notes: _____