

# East Cocalico Township

100 Hill Road, Denver, PA 17517

Phone: (717) 336-1720 Fax: (717) 336-1724

E-mail: [Township@ECT.town](mailto:Township@ECT.town)

Website: [www.ECT.town](http://www.ECT.town)

## COMPLAINT FORM

*Note: Your decision to be anonymous may limit our ability to conduct or to appropriately address your issue.*

*In the event our office needs to contact you for additional information or clarification, please consider providing your contact information allowing us to contact you if needed. Confidentiality is respected - Your name will be kept confidential.*

### Contact Information

Today's Date

(00/00/0000)

First Name

Last Name

Anonymous

Address 1

City

State

Postal Code

Preferred way to contact you?

E-mail

By Postal Mail

Home Phone

Cell Phone

E-mail Address

Home Phone

*Best time to call this number?*

Cell Phone

*Best time to call this number?*

Have you submitted this same complaint before? If so, how was it submitted (phone, e-mail, or fax)? The name of the person it was submitted to? The date? And any other information that may be helpful.

## Complaint Information

Date of Incident

(00/00/0000)

Describe in detail the nature of your complaint - Please include the address of the subject property.

Describe what actions can be taken in order to effectively deal with your complaint.

*When you are done, please save the file to your computer. Then mail, e-mail or fax to East Cocalico Township. Thank you.*

*Please do not write below the double line. For township internal staff only.*

## Follow Up Information

Date \_\_\_\_\_

Name Contacted

Phone/E-Mail

## Information Gathered