

Sample Complaint Log

_____ Workforce Development Board

| Complaint Number | Received By:(Name & Title) | Name, address, and phone number of individual filing the complaint: | Brief description of the complaint (ex. child care denied): | Referred to (Name & Title) & date referred: | Disposition of the complaint and date of disposition rendering (i.e., investigation started 1/31/08): |
|-------------------------|---------------------------------------|--|--|--|--|
| Date Received | | | | | |
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