

TOWN OF CANAAN
CITIZEN REQUEST

It is our goal to provide you, the citizen, with information requested in a timely manner in accordance with State Statute 91A-the Right to Know Law. It is also our pledge to you to respond to your request within five business days.

Date _____

Name _____

Address _____

Telephone Number _____

Email Address _____

Request for: Information___ Suggestion___ Complaint___ (Check One)

Please write your request below. (You may use additional sheets of paper if necessary)

What would you like the outcome of your request to be? _____

How would you like us to contact you? -Please check one.

By Mail___ By Phone___ By Email___

FOR OFFICE USE

Received by _____ Date Received _____

Department Head to which referred _____

Resolution and/or action
taken: _____

Signature of Department Head _____

Signature of Town Administrator _____