

STATE OF NEW MEXICO
COUNTY OF LUNA
 Office of the County Planner
 700 S. SILVER AVENUE
 P O DRAWER 551 DEMING, NEW MEXICO 88031-0551
 (505) 546-0494 FAX (505) 544-4293
 Memorandum of Complaint

Date: _____

Complainants Name		Telephone Number	
Address	City	State	Zip Code
Responsible Party		Telephone Number	
Address	City	State	Zip Code

Nature Of Complaint:

Complaint Taken By: _____

Investigation Report:

Investigated By: _____ Date: _____

Corrective Action Taken: _____ Date: _____

Follow Up By: _____ Date: _____

Satisfactory Correction Verified By: _____ Date: _____

This Memorandum of Complaint has been forwarded, (Month) ____ (Day) ____ (Year) ____ to the appropriate New Mexico State Agency responsible for investigation and corrective action as necessary. A copy of this Memorandum of Complaint has been furnished to the Luna County Board of County Commissioners, Luna County Manager, New Mexico State Senator, New Mexico State Representative, and Complainant.