**SAMPLE COMMUNICATION LOG**

Name of Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date of Communication | Name of Complainant | Address of Complainant | Identity of Federally Funded Program | Date of Encounter | Description | Name of Respondent | Is Respondent a recipient? Yes or No | Disposition  |
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