

CLB 3 Dealing with Household Problems

Writing a Note to the Landlord-Skill Building

Instructions: Use the information from below to complete the note to the landlord. Make sure to also use today's date, your own name and contact information.

Landlord: Mr. Phil

When the problem started: this morning

Apartment # 4251

Problem:



Dear _____,

My name is _____ and I live in _____. I am
writing to inform you that _____ since
_____. This is a problem because
_____.

Could you please come fix it or send _____

_____?

Skill Building Practice 2

Use the information below to write an email to your landlord requesting a problem be fixed. Remember to include what the problem is, when you discovered the problem, why it is a problem and request to fix it. Include a date, opening, closing and your name and contact information.

When: last week

Apartment #:618

Landlord: Maria Peterson

Problem:

This image shows a single sheet of white paper with rounded corners. It features horizontal blue ruling lines spaced evenly down its length. The paper is oriented vertically and appears to be a standard notebook page or a form for writing. There are no margins, text, or other markings on the page.