

CLB 3-Dealing with Household Problems-Writing a Note to a Landlord-Skill Using-Interacting with Others

Name: _____

Date: _____

Instructions: Write a note to tell the landlord the problem in your apartment. Remember to:

- _____ Give your name and apartment number
- _____ Say why you are writing at the beginning of the message
- _____ Explain why this is a problem
- _____ Make a polite request
- _____ Include all parts: date, opening, closing, signature

Use the information below to complete the note:

When: last week Apartment #:675 Landlord: Sara Thompson

Problem:


