

Writing a Note		Writing Assessment
Theme: Dealing with Household Problems		CLB Level: 3
Topic: Note to Landlord	Competency: 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: 2 days ago Apartment #:4165 Landlord: Mr. Boucas

Problem:


