

DIRECTIONS: Read the letter and answer the questions below.

September 3, 2020

**Columbia Properties
7524 65th Avenue
Waco, TX 76633**

To Whom It May Concern:

My name is Mona Cravo, I live at 2734 South Main Street, Apartment B301. I am writing because my neighbors in Apartment B201 are too noisy. I asked them to be quiet after 10pm but they still have loud parties every night. Because of the noise, my children and I can't sleep.

Can you please tell them to be quiet? I hope you will take care of this as soon as possible.

Thank you in advance.

Sincerely,

Mona Cravo

1. What is the date of this letter? _____
2. Who is the letter to? _____
3. Does Mona know the name of who she is writing to? _____
4. Who wrote the letter? _____
5. What is the problem? _____
6. What does Mona want the manager to do? _____

DIRECTIONS: Complete the sentences using the words in the box. Then write your OWN letter of complaint about a broken sink using the example in the reading above AND the example sentences below.

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- 1. Could you please send a repair person as _____ as possible?**
- 2. I am writing _____ my window is broken.**
- 3. It is _____ cold for me to sleep in my apartment.**
- 4. Thank you in _____ for fixing the problem.**
- 5. My apartment is very cold _____ the broken window.**