

### 3e Writing: A letter of complaint: GUIDED NOTES & ACTIVITIES

Watch the video: <https://youtu.be/Y2uacAfQ3uA>

Write the correct word in the blank.

#### OBJECTIVES:

1. I can read and understand a letter of \_\_\_\_\_ and identify the important \_\_\_\_\_ of a formal \_\_\_\_\_.
2. I can write a \_\_\_\_\_ letter of complaint and \_\_\_\_\_ all of the necessary \_\_\_\_\_ of a letter.

**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.**

**advance    because    soon.    too    because of**

- 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.**