

September 4, 2018

Dear Bill,

My name is Monica.

I live in apartment 205.

The toilet in my apartment is plugged.

Please come and fix this problem.

My phone number is 905-555-2424

Thank you,

Monica Green

**Who**

**What**

**When**

**Where**

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My phone number is 905-555-2424.

Thank you,

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***date***

***landlord***

***tenant***

***phone number***

***apartment number***