

### CLB 3-Writing a Note to the Landlord-Skill Building

Instructions: Look over the sentences and put the sentences into order by dragging them onto the lines in the note. Remember to start with having a greeting, followed by body and finish with closing.

They play music late into the night and their dog is always barking. I can't sleep and I have to wake up early for work everyday.

I am writing to let you know that I have been having a lot of problems with the people living above me.

January 4, 2022

Could you please talk to them about this matter?

Apartment 302

Thank you very much,

519-965-3244

Mr. Aziz

Dear Mr. Smith,

My name is Mr. Aziz and I live in apartment #302.

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## Skill Building Practice 2

Instructions: Look over the sentences and put them into order by typing them into correct missing spaces on the note. Remember to start with having a greeting, followed by body and finish with closing.

My name is Kim and I live in apartment #289.

Dear Ms. Patterson,

Yesterday I noticed that the smoke detector in my apartment isn't working.

January 9, 2022

This is a problem because it is not safe to have a broken detector in case of a fire.

Kim Bennet

I need you to come fix it right away. Could you please fix this problem today?

Thank you,

226-744-9811

[illegible]