CLB 3 Dealing with Household Problems
Writing a Note to the Landlord-Skill Building

Instructions: Use the information from below to complete the note to the landlord. Make sure to also use today's date, your own name and contact information.

Landlord: Mr. Phil When the problem started: this morning Apartment # 4251

Problem:



_____

Dear _____,

My name is _____ and I live in _____. I am writing to inform you that _____ since _____. This is a problem because _____.

Could you please come fix it or send _____ _____?

_____

_____

_____

LIVEWORKSHEETS

Skill Building Practice 2

Use the information below to write an email to your landlord requesting a problem be fixed. Remember to include what the problem is, when you discovered the problem, why it is a problem and request to fix it. Include a date, opening, closing and your name and contact Information.

When: last week Apartment #:618 Landlord: Maria Peterson

Problem:



_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

LIVEWORKSHEETS