

### 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 \_\_\_\_\_

\_\_\_\_\_?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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:

[illegible]