

## CLB 3-Dealing with Household Problems-Writing a Note to a Landlord-Skill Using-Interacting with Others

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: Write a note to tell the landlord the problem in your apartment. Remember to:

- \_\_\_\_\_ Give your name and apartment number
- \_\_\_\_\_ Say why you are writing at the beginning of the message
- \_\_\_\_\_ Explain why this is a problem
- \_\_\_\_\_ Make a polite request
- \_\_\_\_\_ Include all parts: date, opening, closing, signature

Use the information below to complete the note:

When: last week      Apartment #:675      Landlord: Sara Thompson

Problem:



