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:



LIVEWORKSHEETS

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LIVEWORKSHEETS