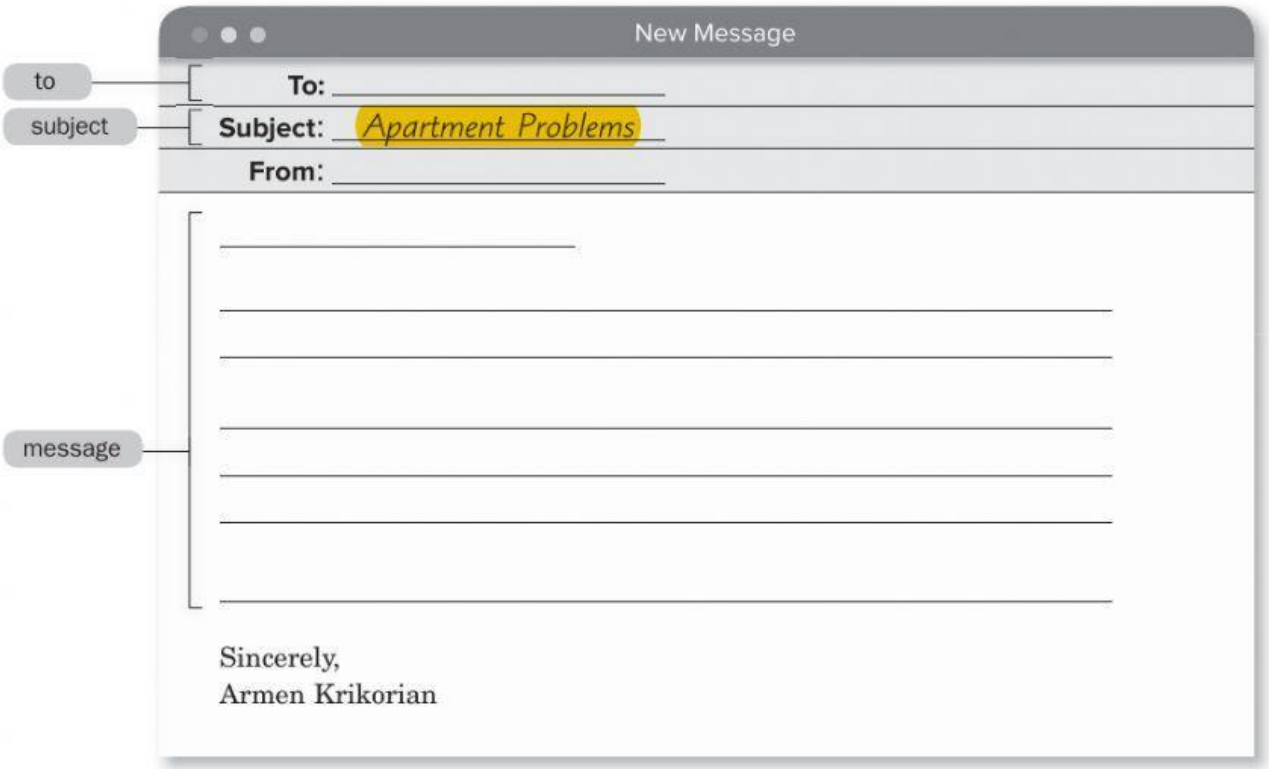
Writing

Write the information in the correct order to make a letter.

- Apartment Problems
- Could you please send a repair person right away?
- I am a tenant at 469 W. Main St.
- You can contact me in Apartment 2C if you have any questions.
  Thank you for your attention.
- Sam Diaz
- The ceiling is leaking water. The washing machine and dryer are broken.
- Dear Mr. Diaz,
- The window is also cracked.
- I am writing to you about problems in my apartment. I am very upset.
- Armen Krikorian



Answer the questions.

1. What is the subject of this email? Apartment Problems
2. Who is the email to? _____
3. Who is the email from? _____
4. What is the email about? (list the problems) _____