| Writing a Note | Writing Assessment |
|---|---|
| **Theme:** Dealing with Household Problems | **CLB Level:** 3 |
| **Topic:** Note to Landlord | **Competency:** 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: 2 days ago Apartment #:4165 Landlord: Mr. Boucas

Problem:



LIVEWORKSHEETS

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LIVEWORKSHEETS