

Writing a complaint letter		Writing
Theme: Home Sweet Home		CLB Level: 4-5
Topic: Home exchange	Competency: Getting Things Done	

Student Name: _____ Date: _____

Listen to David and Paula complain about their home exchange. ➡

Pretend you are Paula **OR** David and write a complaint letter to Yourhome-Myhome.com.
Their address is:

25 Lincoln Blvd.
Florida, USA
ZIP 32013

The manager's name is **John Smith**. Use the pattern in the email we looked at yesterday. I sent a copy to all of you in your email. **Note:** Press space 5X to indent. Press Enter 2X **only** to make a new paragraph.

