

## Advanced Practical Writing– “A Letter to your Landlord”

Directions: Write a letter to your landlord asking him or her to fix a problem in your apartment. Explain the problem you are having in detail. Try to write at least 4-5 sentences.

Example: Dear Mr. Johnson,

I have recently been having some problems with my washing machine. For some reason, it does not drain the water when the cycle is complete. I have replaced the hose in the back of it, but that has not seemed to fix the problem. I do not know what more to do. I would appreciate it if you would take a look at it yourself, or call a professional repair man. Thanks for the help.

-Henry Adams

Rough Draft:

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Final Draft:

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