ENGLISH A2 · UNIT 4 · FINDING A HOME · WRITING Name: _____ Date: _____

Writing: An email to the landlord

Focus: a polite email to a landlord: Dear Mr Brown, I'm writing about ..., Could you ..., please?, Kind regards

WRITING TIP: A POLITE EMAIL TO SOMEONE YOU DON'T KNOW WELL

Dear Mr Brown, (not Hi) · say who you are · **Could you ..., please?** · **Kind regards,** + full name

1 Complete the email with: Dear, writing, Could, please, regards.

Example: _____ Mrs Novak, → Dear

1. I'm the tenant in Flat 2, Green Street. I'm _____ about the kitchen tap.
2. _____ you send a plumber this week?
3. Could you phone me first, _____?
4. Thank you. Kind _____, Omar Haddad

2 Write your landlord an email about two problems (60-80 words).

MODEL

Dear Mr Brown,
I'm the tenant in Flat 7, River Road. I'm writing about two problems. First, the boiler isn't working. It stopped on Saturday, and the flat is too cold for my children. Second, the lock on the front door is broken. The flat isn't safe enough at night. Could you send someone this week, please? I'm at home every afternoon. Thank you very much. Kind regards, Maria Costa

- Dear Mr / Mrs + name. Who are you? Problem 1: what, since when and why?
- Problem 2: what and why? Ask: Could you ..., please? Thank you. Kind regards, + name

Self-check: capital letters and full stops · subject + verb word order · this unit's grammar · this unit's words · the right length

ANSWER KEY

1 1 writing, 2 Could, 3 please, 4 regards

ڈاؤن لوڈ کرنا، پرنٹ کرنا اور گھر میں، کلاس میں یا کہیں بھی استعمال کرنا مفت ہے۔