Making A Maintenance Request

Structure:

* Greeting
* Explain the Problem
* Make your request
* Closing

Example:

Hi \_\_\_\_\_\_\_\_\_,

I am Morgan from apartment 23. I am writing because I have a maintenance issue.

 I think the heater is broken, because the heat in my apartment stopped working last night.

Could you send someone to come fix the heater? I am available after 3pm.

Thank you,

Morgan

Practice:

On Wednesday, you are watching tv when you hear a dripping noise. You follow the sound to the bathroom. In the bathroom, you find that water is leaking from the sink.

What do should you do?

Extension:

*Have students take turns thinking of a maintenance problem scenario, discuss each scenario and how students would make address the maintenance problem.*