

Letter to a landlord.

Look carefully at this letter and note the layout, the language and the tone.

Do the tasks on the following page.

Your address

Date

Name & address of landlord

Dear Mr/Ms

I am writing to inform you that my family and I will be moving on 24 September 2006 and I wish to give you notice from today. (date)

You will recall that I paid €150 deposit when we moved into the house on the understanding that it would cover any damages or breakages and that this sum or part of it would be returned to me on quitting the house, depending on the condition of the house. I would be grateful if you would call and inspect the premises whenever it is convenient to you and we can discuss the return of this money.

Thank you for your help and support to me during our time here. I would also like to request a reference from you which I may need at some time in the future.

Thank you.

Yours sincerely,

_____ (your signature)
(your name)

Task 1

Fill in your details on the letter to the landlord.

Task 2

Write a letter to your landlord asking him/her to call and see the cooker which is in bad repair. Keep the tone polite but also stress the need for repairs to be carried out or a replacement to be provided.

* Remember to use the formal layout of the sample letter.