

4 . खेद प्रकट करने के पत्र (Letters of Regret)

निमंत्रण की अस्वीकृति भेजने या किसी वजह से निमंत्रित अवसर पर न पहुंच पाने का संदेश देने वाले पत्र इस श्रेणी में आते हैं। अनुपस्थित होने की सूचना देने वाले पत्र थोड़े बड़े हो जाते हैं, क्योंकि इनमें न आ पाने का कारण भी बताया जाता है।

प्रारम्भ में निमन्त्रण के लिये धन्यवाद दें:

1. Thanks a lot for your kind invitation to attend
2. I was extremely happy to receive your letter of invitation to attend
3. It was so kind of you to have remembered me on the occasion of
4. It was an honour to have received your courteous invitation letter .

इसके पश्चात् निमन्त्रण की अस्वीकृति के लिये खेद प्रकट करें :

5. I would have been so much delighted to be with you but
6. I was thrilled to receive your invitation and was looking forward to meeting you all but owing to
7. I regret to inform you that in spite of my ardent wish I would not be able to make it for reasons beyond my control .
8. We were all very keen to participate in.....but
9. I have much pleasure in accepting your invitation but deeply regret having to refuse owing to a previous engagement .

निम्नांकित वाक्यांशों में से उचित अंश उपयुक्त वाक्य में जोड़ कर वाक्य पूरा करें :

10. Unfortunately I am not well .
11. Owing to my urgent business trip abroad, I would not be able to attend it .
- 12 but I am preoccupied with the arrival of guests on the same dates .
- 13 but I am going out on the same dates to attend my sister's wedding .

शुभ अवसर के लिये अपनी शुभकामनाएं प्रकट करें:

14. Nevertheless I convey my heartiest good wishes for the happy occasion .
15. All the same, let me congratulate you most heartily on this happy event of your life .
16. My family joins me in wishing you all the best .
17. Best wishes for this grand event of your life .

अन्त में अनुपस्थिति के लिये पुनः क्षमा-प्रार्थना करें:

18. How I wish I would have reached there. I hope you would appreciate my position .
19. I do hope you would accept my sincere apologies for my absence .
20. You can't imagine how perturbed I am at not being able to make it .
21. I sincerely regret the disappointment I am causing to you .

Sample Letter

My dear.....

It was an honour to have recieved your courteous invitation letter. (4)
I would have been so much delighted to be with you. (5) but unfortunately
I am not well. (10) I sincerely regret the disappointment I am causing to
you. (21) Nevertheless I convey my heartiest good wishes for the happy
occasion. (14)

Sincerely yours,