

26 . किराएदार की ओर से मकान मालिक को पत्र (Letters from the Tenant to the Landlord)

पत्र का प्रारम्भ अपनी शिकायत अथवा मकानमालिक की ओर से यदि कोई पत्र मिला है तो उसके संदर्भ से कीजिए:

1. I have to inform you that the roof of the house we are occupying leaks during rains causing great inconvenience to our family .
2. I am sorry to point out that despite several reminders you haven't issued the rent payment receipts for the last three months .
3. Please refer to your letter regarding increase in the rent of the house we are occupying .
4. We have noted your complaint regarding our carelessness in switching off the light at the main gate .

अब अपनी शिकायत के निवारण के लिए या मकान मालिक के पत्र के जवाब में लिखिए:

5. Hence you are requested to get the necessary repairs done at the earliest .
6. I, therefore, request you to issue the above mentioned receipts without any further delay .
7. I regret to write that whatever cogent reason you may have for increasing the house rent but my financial means don't permit me to pay a higher rent .
8. Rest assured that we will be careful in future regarding switching off the light at the main gate .

अंत में मकान मालिक से मधुर संबंध बनाए रखने पर जोर दें:

9. I hope you will understand our problem and cooperate .
10. Hoping for a favourable reply .
11. I am sure you will appreciate my financial problem and withdraw your rent increase proposal .
12. We are sure that this assurance is enough to set to rest all your doubts in this regard .

Sample Letter

Dear Sir,

I am sorry to point out that despite several reminders you haven't issued the rent payment receipts for the last three months. (2) I, therefore, request you to issue the above mentioned receipts without any further delay. (6) Hoping for a favourable reply. (10).

Yours sincerely,