

12 . वैवाहिक विज्ञापनों द्वारा प्राप्त पत्रों का उत्तर (Letter to the responses received from Matrimonial Ads)

इन पत्रों का उत्तर एकदम संयत भाषा में होना चाहिए क्योंकि ये पत्र आपकी इच्छा-पूर्ति की दिशा में उठा हुआ पहला कदम होते हैं। जो भी ब्यौरा मांगा जाए, उसका सही-सही बयान होना चाहिए। एक प्रकार से इन पत्रों की भाषा व्यावसायिक पत्रों की भांति होती है, अतः ये तथ्यपरक और छोटे होते हैं।

पहले पत्र-प्राप्ति की स्वीकृति देते हुए प्रसन्नता व्यक्त कीजिए:

1. I was delighted to receive your letter in response to our ad in the newspaper .
2. Received your letter soliciting further enquiry into our likely matrimonial alliance .

उसके बाद जो पूछा गया है, उसका पूरा ब्यौरा दीजिए:

3. My sister is a post graduate in Economics from Allahabad University .
4. At present my daughter is teaching in Cannosa convent school .
5. Enclosed photograph is a recent shot of..... (name) my sister .

आगे भी और ब्यौरा देने के लिए आश्वासन देते हुए अपनी जानकारी हेतु कुछ प्रश्न पूछिए:

6. Should you have any further query, I would be most willing to satisfy it. When is Amit coming for holidays ?
7. I hope this satisfies your query. Kindly care to send a recently shot photograph of Amit too .
8. If you need ask anything still, we can meet at Lodhi Hotel between 14th to 16th instt. where I shall be staying during my next visit to Delhi .

आगामी सम्बन्धों की मधुरता के प्रति आश्वस्त होने का भाव दर्शाते हुए पत्र समाप्त कीजिए:

9. Hope to see our proposal to fruition soon .
10. Expecting to hear from you soon .
11. Looking forward to our coming meeting .

Sample Letter

Dear Mr.....,

I was delighted to receive your letter in reply to our ad in the newspaper. (1) At present my daughter is teaching in Cannosa convent school. (2) I hope this satisfies your query. Kindly care to send a recently shot photograph of Amit too. (7) Looking forward to our coming meeting.
(11)

Yours truly,