

10 . शिक्षा-संबंधी पत्र / प्रार्थना-पत्र (Letters and Applications on Educational Matters)

माता-पिता तथा अध्यापक के बीच पत्र-व्यवहार के अवसर प्रायः उपस्थित होते रहते हैं। अधिकतर ऐसे पत्र शिक्षा-संबंधी ही होते हैं जैसे प्रमाण-पत्र प्राप्त करने के लिए लिखे गए पत्र, बच्चे की पढ़ाई से संबंधित प्रश्न पूछने वाले पत्र इत्यादि। इनकी भाषा औपचारिक होती है और पत्र में सीधे-सीधे मूल मुद्दे पर बात की जाती है।

पत्र के आरंभ में पत्र लिखने का कारण स्पष्ट करे:

1. This is to bring to your kind notice that I am leaving the town and I want to have my son's transfer certificate from your reputed school/college etc .
2. I have been watching my son's studies and find him to be still quite weak in mathematics .
3. I am deeply pained to learn from my son about the callous attitude of some of the teachers towards the students .
4. Since my daughter a student of your school, class..... wishes to compete for the science talent competition, I should be grateful if you could issue the relevant certificates .

अन्त में धन्यवाद व्यक्त करते हुए प्रार्थना-पत्र समाप्त करें:

5. Kindly arrange to issue the certificate at your earliest. Thank you .
6. I would be grateful if some special attention is given to my son
.....
7. You are requested to send the relevant certificates by..... (give date)
8. I again request to get the needful done at your end .

Sample Letter

Dear Sir (or Madam),

Since my daughter Neeta, a student of Class XI in your school, wishes to compete for the science talent competition, I should be grateful if you could issue relevant certificates.(4) I again request you to get the needful done at your end. (8)

Yours sincerely,