

25 . मकान मालिक का पत्र किराएदार को (Letters from a Landlord to a Tenant)

आज के शहरी जीवन में किराएदारों व मकान मालिकों के बीच प्रायः ऐसे अवसर आते रहते हैं, जब दोनों के बीच पत्रों का आदान-प्रदान आवश्यक हो जाता है। चूंकि ऐसे पत्रों में विशेष रूप से दोनों ओर से किसी समस्या का उल्लेख होता है, अतः उनकी भाषा संयत होनी चाहिए। इन पत्रों की भाषा ऐसी होनी चाहिए, जिससे ये मुकद्दमेबाजी की स्थिति में दस्तावेज न बन सकें।

पहले आप अपनी किसी शिकायत का संदर्भ अथवा किरायेदार से जो पत्र प्राप्त हुआ है उसका संदर्भ दें:

1. I feel constrained to inform you that due to recent increase in the house-tax, I have been left with no alternative but to increase the house rent by Rs. 50/-per month w.e.f. first of next month .
2. It has come to my notice that your children make so much noise when they play that it causes disturbance to other tenants
3. I am in receipt of your letter regarding the leaking of the roof of your house .
4. I have noted your complaint about the rent payment receipts .

अब शिकायत के निवारण के लिए लिखिए अथवा किरायेदार के पत्र का उत्तर दीजिए

5. I hope you will not mind this increase in rent as I have retired from service recently and my only source of income is the house rent received from you .
6. I am sure you will give the necessary instructions to your children in this connection .
7. I like to assure you that we are arranging for the necessary repairs at the earliest .
8. The receipts in question will be issued on coming Monday .

पत्र की समाप्ति किरायेदार से सहयोग की आशा प्रगट करते हुए कीजिए:

9. I hope you won't find this increase burdensome .
10. I hope you will be able to understand and appreciate my point of view .
11. I expect you to bear with me for a few days only .
12. I am sure you will extend your co-operation as always .

Sample Letter

Dear Sir,

I am in receipt of your letter regarding the leaking of the roof of your house. (3) I like to assure you that we are arranging for the necessary repairs at the earliest. (7) I expect you to bear with me for a few days only. (11)

Yours sincerely,