

## 24 . कार्यालय संबंधी पत्र ( Letters on Official Matters )

अपने दफ्तरों/कार्यालयों में काम करते हुए कई ऐसे अवसर आते हैं, जब हमें अपने कार्यालयों को पत्र लिखने होते हैं। विषय पदोन्नति के लिए प्रार्थना से लेकर व्यक्तिगत असुविधा तक कुछ भी हो सकता है। ऐसे पत्र छोटे, स्पष्ट और किंचित भाव-पूर्ण भी हो सकते हैं।

### **पत्र का आरम्भ अपने कार्य निष्पादन एवं अपनी स्थिति से करें:**

1. As your honoured self must be aware that I am working in ..... Deptt. in the capacity of a Junior clerk .
2. For the last twenty years I am the ..... ( position) in the factory .
3. I am Officiating in the capacity of ..... for last two years .

### **अब पत्र लिखने का कारण बतायें:**

4. Now I have been transferred to .....
5. Owing to my domestic problems. I request you to change .....
6. On account of my health problems I would not be able to .....
7. Owing to my .....( reason) I can not function in the same position any more .
8. On health grounds I have been advised to leave this city .
9. My family duties have constrained me to seek my transfer .

### **तदुपरान्त अपने सुझाव देते हुए मुख्य बात पर आयें:**

10. Looking at such a changed situation I won't be able to work in the present position .
11. As such I request you to change my working/shift hours .
12. In the light of the above I request you to transfer me to .....( section) or place .

### **अन्त में अपने सुझाव/परेशानी पर सहानुभूतिपूर्वक विचार करने की प्रार्थना से पत्र समाप्त करें:**

13. Hence I request you to expedite/order my desired transfer to .....  
.....
14. You are, therefore, requested to release me at the earliest .
15. I pray you to consider my case sympathetically .
16. In view of my loyalty and past performance I am sure you would condescend to grant me the desired wish .
17. I am sure to get a sympathetic response from your side to my genuine problem .

18. With earnest hope I crave your special sympathy in my case .

**Sample Letter**

Sir,

As your honoured self must be aware I am working in Sales Deptt. in the capacity of a Junior Clerk. (1) Owing to my domestic problems I request you to change my place of work. (5) In the light of the above facts I pray you to transfer me to Purchase Deptt. (12) In view of my loyalty and past performance I am sure you would condescend to grant me the desired wish. (16)

Yours faithfully,