



Letter Templates - Hindi

Letter to Parent/Guardian

Tariq:

Date

Priya

Dear

Mai apke beti/beta _____ ke barey mein aap say baat karma chahatha hoon.

I would like to talk with you about your daughter/son _____

Kya aap is din school aa sakhtay hai?

Can you please come to the school on:

Tariq:

Date

Samay

Time

Bajey Subah/Sham

am/pm

Agar aap is din nahin aa sakhtay, tho krupya secretary/sachiv say milney ka nischint samay/samyodosh ley.

If you cannot come on that date please make an appointment with the secretary

Aapka Bhavdiya

Yours sincerely,

School Pradhancharya

Principal

Reply to Principal

School Pradhancharya

Dear Principal

Mai apko is din dekh sakhta hoon.

I can see you on:

Tariq:

Date

Samay

Time

Bajey Subah/Sham

am/pm

Aapka Bhavdiya

Yours sincerely,

Mata-Pita/Abhibhavak

Parent/Guardian