

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To,

The Director,  
Jaipur Development Authority (JDA),  
[Office Address],  
Jaipur, Rajasthan  
[Pin Code]

Subject: Application for Allotment of [Property/Plot Name]

Dear Sir/Madam,

I, [Your Name], son/daughter of [Father's Name], residing at [Your Address], am writing to formally request the allotment of [Property/Plot Name or Number] as per my application submitted earlier on [Application Date].

Details of the Application:

- Application Number: [Your Application Number]
- Plot Number: [Desired Plot Number]
- Area: [Area in square yards or acres]
- Purpose: [Residential/Commercial]

I have attached the necessary documents and payment receipts as required by the guidelines set forth by the JDA. I kindly request you to consider my application for the allotment process at your earliest convenience.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]