

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

The Director

Jaipur Development Authority (JDA)

[Office Address]

Jaipur, Rajasthan

Subject: Allotment Letter for JDA Housing Scheme

Dear Sir/Madam,

I am writing to formally request the allotment letter for the housing unit under the JDA [Name of Housing Scheme] that I applied for on [Date of Application]. My application number is [Application Number].

I have completed all necessary requirements, including payment of the application fee and submission of required documents. Kindly find attached copies of all relevant documents for your reference.

I would appreciate it if you could expedite the processing of my allotment letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

Attachments: [List of documents attached]