

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

The Director

Jaipur Development Authority

[Authority's Address]

Jaipur, Rajasthan

Subject: Allotment Letter for Plot Allocation

Dear [Director's Name],

I hope this letter finds you well.

I am writing to formally request the allotment of a plot as per my application submitted on [Application Date] for the [Plot Type/Category] in [Project Name/Area] under the Jaipur Development Authority.

Details of my application are as follows:

- Name: [Your Full Name]
- Application Number: [Your Application Number]
- Plot Number: [Desired Plot Number]
- Area: [Plot Area in sq. ft/sq. m]
- Payment Status: [Status of payment made, if applicable]

I kindly request your office to process my application and issue the allotment letter at your earliest convenience. If the plot allocation is confirmed, I am prepared to fulfill all payment obligations and other necessary formalities required by JDA.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]