

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

To,

The Allotment Officer,
Jaipur Development Authority (JDA),
[Office Address],
Jaipur, Rajasthan

Subject: Allotment Letter for [Project Name]

Dear Sir/Madam,

I am writing to formally request an allotment letter for the [Project Name] under the Jaipur Development Authority. Below are my details:

1. Applicant Name: [Your Name]
2. Application No: [Your Application Number]
3. Project Name: [Project Name]
4. Plot/Unit No: [Plot/Unit Number]
5. Payment Details: [Details of payments made, receipt numbers, etc.]
6. Contact Information: [Your Contact Information]

I kindly request the issuance of the allotment letter at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]