

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

To,

The Director,
Jaipur Development Authority,
[Office Address]
Jaipur, Rajasthan

Subject: Allotment Letter for [Property Type/Project Name]

Dear [Recipient's Name],

We are pleased to inform you that your application for the allotment of [Property/Plot/Flat] in the [Project Name/Location] has been approved.

1. ****Allotment Details:****

- Allotment No: [Allotment Number]
- Property Type: [e.g., Residential Plot, Commercial Space]
- Size: [Size in Sq Ft/Sq Mtr]
- Location: [Exact Location/Area Name]

2. ****Payment Details:****

- Total Amount Payable: [Total Amount]
- Amount Paid: [Amount Paid]
- Balance Amount: [Balance Amount]
- Due Date for Balance Payment: [Due Date]

3. ****Terms and Conditions:****

- [Clause 1: Any specific rule or condition]
- [Clause 2: Payment schedule or responsibilities]
- [Clause 3: Completion timelines, etc.]

Please bring this letter with you at the time of registration. For further queries, feel free to contact us at [Contact Number/Email]. Thank you for choosing Jaipur Development Authority for your property needs.

Yours sincerely,

[Your Name]
[Your Designation]
[Department Name]
Jaipur Development Authority