

****Template for Allotment Letter****

****[Your Organization's Letterhead]****

****[Date]****

****To,****

****[Recipient's Name]****

****[Recipient's Address]****

****[City, State, Zip Code]****

****Subject: Allotment Letter for [Property/Service Name]****

Dear [Recipient's Name],

We are pleased to inform you that your application for the allotment of [Property/Service Name] has been approved. Below are the details of your allotment:

****1. Allotment Number:**** [Allotment Number]

****2. Property/Service Details:****

- Type: [Type of Property/Service]
- Area: [Size/Area in Sq. Ft.]
- Location: [Address/Location]

****3. Allotment Amount:**** [Total Amount]

****4. Payment Schedule:****

- [Installment Details]
- Due dates for payments: [Dates]

****5. Possession Date:**** [Possession Date]

****6. Terms and Conditions:****

- [List any specific terms and conditions]

Please ensure that all payments are made within the stipulated time frame to avoid any penalties. For any queries, feel free to contact us at [contact number/email].

Congratulations on your allotment!

Best Regards,

****[Your Name]****

****[Your Designation]****

****[Your Organization's Name]****

****[Contact Information]****

****Note:**** This is a template and should be customized based on the specific requirements and details pertaining to the allotment.