

****JDA Jaipur Allotment Letter Format Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

Jaipur Development Authority (JDA)

[Recipient Address]

Jaipur, Rajasthan

[Zip Code]

Subject: Allotment Letter for [Property/Plot Name/Number]

Dear [Recipient Name],

We are pleased to inform you that your application for the allotment of [details of the property/plot, such as name, number, and location] has been approved by the Jaipur Development Authority.

Details of the Allotment are as follows:

1. ****Allotment Number:**** [Allotment Number]
2. ****Property Type:**** [Type of Property]
3. ****Size of Plot:**** [Size in square meters/square feet]
4. ****Allotment Amount:**** [Total Amount]
5. ****Payment Details:****
 - Initial Payment: [Amount]
 - Due Date for Payment: [Due Date]
 - Remaining Amount: [Amount] with associated payment plans
6. ****Terms and Conditions:****
 - [List any specific terms and conditions related to the allotment]
 - [Compliance requirements]
 - [Deadline for compliance]
7. ****Instructions for Taking Possession:****
 - [Instructions on how to proceed to take possession of the property]
 - [Documents required for possession]

Please ensure that the amount mentioned above is paid by the due date to avoid any penalties. For further queries, you can contact our office at [Contact Information].

Thank you for your interest in [Project Name/Plot Name]. We look forward to your prompt action.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation]

Jaipur Development Authority

[Enclosures: Any attached documents, if necessary]