

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
To,
The Director,
Jaipur Development Authority (JDA),
[JDA Office Address]
Jaipur, Rajasthan, [ZIP Code]
Subject: Allotment Letter for [Property Type/Plot Number]
Respected Sir/Madam,
I am writing to formally request the allotment of [Property Type/Plot Number] as per the application submitted on [Application Date].
Applicant Details:
- **Name:** [Your Full Name]
- **Address:** [Your Current Address]
- **Contact Number:** [Your Phone Number]
- **Email ID:** [Your Email Address]
Details of Allotment:
- **Plot Number:** [Plot Number]
- **Type of Property:** [Residential/Commercial]
- **Location:** [Site Address/Area]
- **Total Area:** [Area in Square Feet/Square Meters]
- **Allotment Date:** [Expected Allotment Date]
I hereby confirm my acceptance of the terms and conditions specified by the JDA regarding the allotment process. I am ready to comply with the required payments and necessary paperwork to facilitate the smooth allotment process.
Kindly process my request at your earliest convenience. I am looking forward to your positive response.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation (if applicable)]
Enclosures:
1. Copy of Application Form
2. Identity Proof
3. Payment Receipt (if applicable)