

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

To,

The Commissioner,
Jaipur Development Authority (JDA),
[Office Address],
Jaipur, Rajasthan.

Subject: Application for Allotment Letter

Dear Sir/Madam,

I, [Your Name], am writing to request the allotment letter for the [type of property, e.g., residential plot, commercial space, etc.], bearing the allotment number [Allotment Number], which was allocated to me on [Allotment Date] in [Scheme Name/Project Name].

Details of the Allotment are as follows:

- Applicant Name: [Your Name]
- Allotment Number: [Allotment Number]
- Scheme Name: [Scheme Name]
- Plot/Unit Number: [Plot/Unit Number]
- Payment Status: [Paid/Unpaid]

I kindly request you to provide me with the allotment letter at your earliest convenience to complete the necessary formalities and proceed with the next steps.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature] (if sending a hard copy)

[Your Printed Name]

[Your Designation, if applicable]