

[Office Letterhead]

[Date]

To,

[Allottee's Name]

[Allottee's Address]

[City, State, ZIP Code]

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

Dear [Allottee's Name],

We are pleased to inform you that your application for the allotment of [Project Name/Property Type] has been approved. The details of your allotment are as follows:

1. ****Allotment Number****: [Allotment Number]
2. ****Project Name****: [Project Name]
3. ****Location****: [Location Details]
4. ****Area/Size****: [Area/Size of Property]
5. ****Amount Due****: [Amount in INR]
6. ****Payment Due Date****: [Due Date]

You are requested to complete the necessary payment and documentation process within the stipulated time. For any assistance, please feel free to contact our office at [Contact Number] or [Email Address].

Thank you for choosing [Organization Name]. We look forward to serving you.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Organization Name]

[Contact Information]