

**\*\*Allotment Letter for Apartment Allocation\*\***

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment of Apartment

Dear [Recipient's Name],

We are pleased to inform you that your application for the allotment of an apartment has been approved. Below are the details of the apartment allocated to you:

**\*\*Apartment Details:\*\***

- Apartment Number: [Apartment Number]
- Block: [Block Name]
- Floor: [Floor Number]
- Total Area: [Square Feet/Meters]
- Bedrooms: [Number of Bedrooms]
- Bathrooms: [Number of Bathrooms]

**\*\*Allotment Details:\*\***

- Allotment Date: [Allotment Date]
- Total Amount Payable: [Total Amount]
- Payment Due Date: [Payment Due Date]

Please review the details carefully and ensure that the payment is made by the due date. If you have any queries or require further assistance, do not hesitate to contact us at [Contact Number] or [Email Address].

Congratulations on your new apartment!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]