

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

[Recipient's Name]
[Recipient's Designation]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Allotment Letter for Flat Procurement

Dear [Recipient's Name],

I am pleased to inform you that your application for the allotment of a flat at [Project Name/Location] has been approved. This letter serves as an official allotment letter for your newly procured flat.

****Details of Allotted Flat:****

- Flat Number: [Flat Number]
- Size: [Flat Size]
- Location: [Flat Location/Building Name]
- Total Cost: [Total Cost]
- Payment Schedule: [Payment Schedule Details]

To proceed with the allocation, please review the attached terms and conditions. Kindly confirm your acceptance by signing and returning a copy of this letter by [Response Deadline].

We appreciate your decision to invest with us and look forward to assisting you throughout the procurement process.

Thank you.

Sincerely,

[Your Name]
[Your Title/Designation]
[Company/Organization Name]