

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for Apartment

Dear [Recipient's Name],

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

****Apartment Details:****

- Apartment Number: [Apartment Number]
- Location: [Apartment Address/Building Name]
- Size: [Square Footage/Number of Bedrooms]
- Allotment Amount: [Amount]
- Payment Schedule: [Details of Payment Terms]

****Allotment Conditions:****

1. The allotted apartment is subject to [specific terms and conditions].
2. Please ensure that the first payment is made by [Due Date].
3. [Any additional conditions or instructions].

We request you to acknowledge this allotment by signing and returning the enclosed copy of this letter by [Response Due Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]

[Enclosure: Copy of the Allotment Letter]

[Signature] (if sending a hard copy)