

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for Condominium Unit

Dear [Recipient's Name],

We are pleased to inform you that your application for the allotment of a condominium unit has been approved. Below are the details of your allotted unit:

****Condominium Project Name:**** [Project Name]

****Unit Number:**** [Unit Number]

****Floor Area:**** [Square Footage]

****Total Amount:**** [Total Cost]

****Payment Schedule:**** [Payment Terms]

****Reservation Fee:**** [Amount] (if applicable)

The next steps for proceeding with the purchase include:

1. Signing of the Contract to Sell.
2. Payment of the required down payment.
3. Submission of necessary documents (e.g., identification, proof of income).

You are required to complete these actions by [Deadline Date] to secure your allotment. For any inquiries or further assistance, please do not hesitate to contact us at [Your Contact Information].

We look forward to welcoming you as a resident of [Condominium Project Name].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]

[Website, if applicable]