

[Your Housing Society Name]

[Society Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Allotment Letter for Cooperative Housing

Dear [Recipient's Name],

We are pleased to inform you that you have been allotted a residential unit in [Housing Society Name] located at [Property Address]. The details of your allotment are as follows:

1. ****Allottee Name:**** [Recipient's Name]
2. ****Unit Number:**** [Unit Number/Type]
3. ****Building Name:**** [Building Name]
4. ****Plot Number:**** [Plot Number]
5. ****Area of Unit:**** [Area in square feet]
6. ****Date of Allotment:**** [Allotment Date]
7. ****Total Amount Payable:**** [Total Amount]
8. ****Payment Due Date:**** [Payment Due Date]

Please find attached the terms and conditions regarding the allotment and the payment schedule. We request you to complete the necessary formalities at your earliest convenience to facilitate the possession process.

Should you have any queries or require further assistance, feel free to contact us at [Contact Number] or [Email Address].

Congratulations on your new home!

Warm regards,

[Your Name]

[Your Designation]

[Your Housing Society Name]

[Contact Information]