

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Allotment Letter for Flat Purchase

Dear [Recipient Name],

We are pleased to inform you that your application for the allotment of a flat in [Project Name/Location] has been approved. Below are the details of your allotment:

1. ****Flat Number****: [Flat Number]
2. ****Type of Flat****: [1BHK/2BHK/3BHK/etc.]
3. ****Allotment Amount****: [Amount]
4. ****Payment Schedule****: [Details of payment dates and amounts]
5. ****Possession Date****: [Expected possession date]

Please find enclosed the terms and conditions associated with your allotment. We request you to review the document carefully and confirm your acceptance by signing and returning a copy of this letter. For any queries, please feel free to contact us at [Contact Information]. Congratulations on your new home!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Logo]

Enclosure: Terms and Conditions Document