

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Allotment Letter for Housing

Dear [Recipient's Name],

We are pleased to inform you that your application for housing has been approved. You have been allotted a [type of housing] located at [address or description of the housing unit].

Details of the Allotment are as follows:

- Allotment Number: [Allotment Number]
- Property Type: [Type/Class of Housing]
- Area: [Total Area in square feet/meters]
- Allotment Date: [Date of Allotment]
- Occupancy Date: [Date when you can move in]

Please review the attached documents for further information regarding the terms and conditions of this allotment. Kindly acknowledge the receipt of this letter and confirm your acceptance by signing and returning the enclosed copy.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Congratulations, and welcome to your new home!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]