

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for New Flat

Dear [Recipient's Name],

We are pleased to inform you that your application for a new flat in [Project Name/Location] has been successfully processed. We are happy to allot you the following flat:

**\*\*Flat Details:\*\***

- Flat No.: [Flat Number]
- Type: [1 BHK/2 BHK/3 BHK/Other]
- Area: [Square Feet/Area]
- Floor: [Floor Number]

**\*\*Allotment Details:\*\***

- Allotment Date: [Allotment Date]
- Total Cost: [Cost in Currency]
- Payment Schedule: [Details of Payment Plan]

Please find enclosed the necessary documents for your reference. We request you to complete the payment as per the schedule mentioned above and submit the required documents at your earliest convenience.

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

Congratulations once again on your new home!

Sincerely,

[Your Name]

[Your Designation]

[Company/Organization Name]

[Contact Information]

[Website, if applicable]

Enclosures:

1. Payment Schedule
2. Terms and Conditions
3. Any other relevant documents