

[Your Company Letterhead]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Allotment Letter for [Property Name/Project Name]

Dear [Recipient Name],

We are pleased to inform you that your application for the allotment of a [type of property, e.g., residential plot, commercial space] in [Property Name/Project Name] has been approved.

Details of the Allotment are as follows:

1. ****Allotment Number:**** [Allotment Number]
2. ****Property Type:**** [Type of Property]
3. ****Location:**** [Property Location]
4. ****Total Area:**** [Area in square feet/square meters]
5. ****Total Cost:**** [Total Cost]
6. ****Payment Schedule:****
 - [Details of Instalments, due dates, etc.]

Please note that the allotment is subject to the terms and conditions mentioned in your application and our policy. We request that you complete the necessary documentation and make the required payments by [Payment Deadline].

To facilitate a smooth transition, please contact our office at [Contact Number] or [Email Address] for further assistance.

We congratulate you on this acquisition and look forward to welcoming you to [Community/Project Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Signature (if sending a hard copy)]