

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for Residential Flat

Dear [Recipient's Name],

We are pleased to inform you that your application for the allotment of a residential flat has been successful. Below are the details pertaining to your allotted flat:

1. **Flat Number:** [Flat Number]
2. **Project Name:** [Project Name]
3. **Location:** [Location/Address of the Project]
4. **Size:** [Size of the Flat]
5. **Total Amount:** [Total Price]
6. **Payment Schedule:** [Payment Plan/Installments]
7. **Possession Date:** [Date of Possession]

Please review the terms and conditions attached with this letter. We request you to confirm your acceptance by signing and returning the duplicate copy of this letter by [Response Deadline].

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

Congratulations on your new home!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]

[Website, if applicable]

Attachments: Terms and Conditions of Allotment