

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Address]
[City, State, Zip Code]

Subject: Allotment Letter for Residential Property

Dear [Recipient's Name],

I am pleased to inform you that your application for the allotment of residential property located at [Property Address] has been approved. We appreciate your interest in becoming a part of our community.

Details of the allotment are as follows:

- ****Property Description:**** [Brief Description of the Property]
- ****Plot Number/Unit Number:**** [Number]
- ****Total Area:**** [Area in square feet/meters]
- ****Total Cost:**** [Cost Amount]
- ****Payment Schedule:**** [Details of Payment Terms]

Please review the terms and conditions associated with this allotment, which are enclosed with this letter. We request you to sign and return the enclosed acceptance form within [number of days] days to confirm your acceptance of the allotment.

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

We look forward to welcoming you to your new home!

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Company Address]

[City, State, Zip Code]