

****Allotment Letter Template for Apartment Purchase****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Developer/Builder's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Allotment Letter for Apartment Purchase

Dear [Developer/Builder's Name],

I am writing to formally acknowledge the allotment of an apartment as per our agreement dated [Date of Agreement]. Below are the details related to my allotment:

1. ****Applicant's Name:**** [Your Full Name]

2. ****Apartment Details:****

- Apartment Type: [e.g., 2 BHK, 3 BHK]
- Apartment Number: [Apartment Number]
- Floor: [Floor Number]
- Project Name: [Project Name]

3. ****Payment Details:****

- Total Cost: [Total Amount]
- Amount Paid: [Amount Paid]
- Outstanding Amount: [Remaining Amount]
- Payment Method: [e.g., Bank Transfer, Cheque]

4. ****Possession Date:**** [Expected Possession Date]

5. ****Terms and Conditions:****

- [Briefly outline any specific terms or conditions agreed upon regarding the allotment.]

I kindly request you to provide an official allotment letter confirming the details mentioned above and any necessary next steps I need to follow regarding the purchase process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]