

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

[Recipient Name]
[Recipient's Title/Position]
[Organization/Agency Name]
[Organization/Agency Address]
[City, State, ZIP Code]

Subject: Allotment Letter for Property Allocation

Dear [Recipient Name],

We are pleased to inform you that your application for the allotment of property located at [Property Address/Description] has been approved.

Details of the allotment are as follows:

1. ****Property Description****: [Detailed description of the property]
2. ****Area****: [Area of the property in square feet or meters]
3. ****Allotment Number****: [Unique allotment number]
4. ****Date of Allotment****: [Date]
5. ****Allotment Terms and Conditions****: [Brief overview of terms and conditions]

You are requested to complete the necessary formalities by [Deadline for Formalities] and to make the required payment of [Total Amount Due] by [Payment Due Date].

Please find enclosed the relevant documents for your reference. Should you have any questions or require further assistance, feel free to contact us at [Contact Number] or [Email Address].

Congratulations on this allocation, and we look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Organization/Agency Name]
[Organization/Agency Contact Information]

Enclosure: [List of enclosed documents]