

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for Residential Unit

Dear [Recipient's Name],

We are pleased to inform you that your application for a residential unit in [Project Name/Development Name] has been successfully processed. You have been allotted [Unit Number/Details] located at [Project Address].

Details of the allotment are as follows:

- ****Unit Type:**** [Type of Housing]
- ****Unit Size:**** [Square Footage or Number of Bedrooms]
- ****Total Cost:**** [Amount]
- ****Allotment Date:**** [Date]
- ****Payment Schedule:**** [Details of Payment Terms]

Please review the attached documents for further details, including terms and conditions associated with the allotment. To confirm your acceptance of this allotment, kindly sign and return the enclosed copy of this letter by [Response Deadline].

For any queries regarding this allotment, feel free to contact us at [Contact Information].

Congratulations on your new home!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]

[Enclosures: Terms and Conditions Document, Acceptance Copy]