

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

[Recipient Name]
[Recipient Designation]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Allotment Letter for Flat Ownership

Dear [Recipient Name],

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

****Allotment Details:****

- ****Flat No:**** [Flat Number]
- ****Address:**** [Flat Address]
- ****Size:**** [Square Footage]
- ****Ownership Type:**** [Freehold/Leasehold]

****Financial Details:****

- ****Total Cost:**** [Total Cost]
- ****Initial Deposit:**** [Deposit Amount]
- ****Payment Schedule:**** [Outline Payment Terms]

****Terms and Conditions:****

1. [Terms Condition 1]
2. [Terms Condition 2]
3. [Terms Condition 3]

Please acknowledge receipt of this letter and confirm your acceptance of the allotment by signing and returning the enclosed copy by [Response Deadline].

We look forward to your timely response and congratulate you once again on your new flat!

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]
[Organization Name]

****Enclosure:**** Copy of Allotment Letter