

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Designation]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Subject: Allotment Letter for Housing

Dear [Recipient's Name],

We are pleased to inform you that you have been granted the allotment of a residential plot/unit located at [Property Address/Location]. The details of the allotment are as follows:

1. **\*\*Allotment Number:\*\*** [Allotment Number]
2. **\*\*Plot/Unit Size:\*\*** [Size in Sq. Ft./Acres]
3. **\*\*Total Amount:\*\*** [Total Cost]
4. **\*\*Payment Schedule:\*\*** [Outline the payment schedule]
5. **\*\*Allotment Date:\*\*** [Date of Allotment]
6. **\*\*Validity Period:\*\*** [Time Period for Acceptance]

Please review and acknowledge the terms and conditions attached to this allotment. Acceptance of this allotment is required by [Acceptance Deadline]. Failure to comply may result in cancellation of the allotment. Should you have any questions or require further clarification, please feel free to contact us at [Contact Details].

Congratulations on your new allotment!

Sincerely,

[Your Name]  
[Your Position]  
[Organization's Name]  
[Contact Information]  
[Attachment: Terms and Conditions]