

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for Flat [Flat Number/Details]

Dear [Recipient's Name],

We are pleased to inform you that your application for the allotment of flat number [Flat Number] located at [Project Name/Address] has been accepted.

Details of the allotment are as follows:

1. **\*\*Flat Details\*\***:

- Flat Number: [Flat Number]
- Type: [1BHK/2BHK/3BHK]
- Area: [Square Feet/Metres]

2. **\*\*Total Cost\*\***:

- Total Price: [Total Amount]
- Booking Amount Paid: [Amount]
- Balance Amount: [Remaining Amount]

3. **\*\*Payment Schedule\*\***:

- [Detail the payment schedule and due dates]

4. **\*\*Possession Date\*\***:

- Expected possession date: [Date]

Please review the above details and acknowledge your acceptance by signing and returning the duplicate copy of this letter.

We look forward to welcoming you as a resident of [Project Name]. For any queries or further assistance, feel free to contact us at [Contact Details].

Thank you for choosing [Your Company/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]

[Enclosures: Terms and Conditions, Payment Schedule, etc.]