

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for Housing Scheme

Dear [Recipient's Name],

We are pleased to inform you that your application for the Housing Scheme [Scheme Name] has been successful. You have been allotted a residential unit as per the details mentioned below:

1. ****Allotment Number****: [Allotment Number]
2. ****Project Name****: [Project Name]
3. ****Unit Type****: [e.g., 2 BHK, 3 BHK]
4. ****Unit No.****: [Unit Number]
5. ****Address****: [Complete Address]
6. ****Total Cost****: [Total Cost]
7. ****Payment Schedule****: [Payment Details]
8. ****Possession Date****: [Expected Possession Date]

Please ensure that the necessary payments are completed by the stipulated dates to avoid any penalties.

Kindly acknowledge the receipt of this letter and confirm your acceptance of the allotment by signing and returning the enclosed copy.

We congratulate you on your successful allotment and wish you all the best in your new home.

Sincerely,

[Your Name]

[Your Designation]

[Your Organization's Name]

[Contact Information]

[Enclosure: Copy of the allotment letter for signature]