

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Allotment Letter for [Flat Number/Name]

Dear [Recipient's Name],

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

1. ****Allottee Name:**** [Recipient's Name]
2. ****Flat Number:**** [Flat Number]
3. ****Project Name:**** [Project Name]
4. ****Location:**** [Flat Address/Location]
5. ****Total Cost:**** [Total Cost]
6. ****Payment Details:**** [Payment Schedule/Instructions]
7. ****Date of Possession:**** [Tentative Possession Date]

Please ensure that all necessary payments are made by the stipulated dates to confirm your allotment. For any further queries, do not hesitate to contact us at [Contact Information].

Congratulations on your new home!

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Contact Information]