

Ref. No. : .....

Date: ...../...../.....

## ALLOTMENT LETTER

Mrs. .... W/o Mr. .... & Mr. .... S/o Mr. .... Address-  
.....

**Sub: Allotment of Block No. ...., Floor No. ...., Flat. ...., in Project “.....”.**

Dear Sir/Madam,

We would like to finalise your allotment for a residential flat in “.....” situated at  
..... at.....

It gives us immense pleasure to inform you that you have been allotted Block No. ...., Floor No. .... flat  
no....., with carpet area \_\_\_\_\_ sq.ft, the built-up area **with balcony** ..... Sq. ft. and the super built-up  
area of ..... Sq. ft.

The total price of the Flat is Rs. .... /- (Rupees ..... only) including GST and  
Service Tax & payment will be according to instalment/ payment plan to be annexed as annexure “....” Of the  
flat/Plot Buy agreement. The terms and conditions of the Flat/Plot Buyers agreement to be executed between  
allottee and the firm/ Company ..... shall be final and binding between both the parties.

1. You are requested to sign the Flat Buyers agreement at the time allotment.
2. **Allottee will have to pay security & other maintenance charges against maintenance before the possession or registration of the said unit.**

We value our relationship and welcome you amongst our family.

Thanking you and assuring you the best of service at all times.

Yours Faithfully,

For M/s .....

(Authority Signatory)