

Ref. No. : .....

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

## **ALLOTMENT LETTER**

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

**Sub: Allotment of Flat/Plot No. ...., Block No. ...., Floor No. .... in Project  
".....".**

Dear Sir/Madam,

We refer to your application dated ..... for allotment of a residential flat/ plot in "....."  
situated at ..... at.....

It gives us immense pleasure to inform you that you have been allotted flat/Plot no....., Block  
No. ...., Floor No. .... with carpet area ..... sq.mtr, the built-up area of ..... Sq.  
Mtr. and the super built-up area of ..... Sq. Mtr.

The terms and conditions are laid down in the application Form. 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/Plot Buyers agreement at the time of allotment.
2. Allottee will have to pay security & other maintenance charges against maintenance at the  
time of maintenance agreement with society.

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)