

**[Builder's Name]**

**[Builder's Address]**

**[City, State, Pin Code]**

**Contact No.:** [\_\_\_\_\_]

**Email:** [\_\_\_\_\_]

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**Date:** [\_\_\_\_\_]

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**To,**

**[Allottee's Name]**

**[Allottee's Address]**

**[City, State, Pin Code]**

**Contact No.:** [\_\_\_\_\_]

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**Subject: Allotment of [Apartment/Flat/Plot] in [Project Name]**

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Dear [Allottee's Name],

We are pleased to inform you that [Builder's Name] has allotted the [Apartment/Flat/Plot No.] in our project [**Project Name**], located at [**Project Address**], under the following terms and conditions:

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### **1. Allotment Details**

- **Project Name:** [Project Name]
- **Unit No.:** [Flat/Apartment/Plot No.]
- **Floor:** [\_\_\_\_\_] (for apartments/flats)

- **Type:** [1 BHK / 2 BHK / Plot Size]
  - **Carpet Area:** [\_\_\_\_\_] sq.ft./sq.m.
  - **Built-up Area:** [\_\_\_\_\_] sq.ft./sq.m.
  - **Total Price of the Unit:** ₹ [\_\_\_\_\_]
  - **Payment Plan:** [Construction Linked/Time-Linked]
  - **Allotment Date:** [\_\_\_\_\_]
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## 2. Payment Details

- **Booking Amount Paid:** ₹ [\_\_\_\_\_] (Received on [Date])
  - **Balance Amount Payable:** ₹ [\_\_\_\_\_]
  - **Installment Plan:** The balance amount is payable in installments as per the agreed payment schedule, which will be shared separately.
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## 3. Terms and Conditions

1. **Possession:** The possession of the [Flat/Apartment/Plot] will be handed over by [expected possession date] or as per the terms in the sale agreement.
  2. **Stamp Duty and Registration:** The stamp duty, registration charges, and other legal expenses related to the registration of the [Apartment/Flat/Plot] shall be borne by the allottee.
  3. **Maintenance Charges:** The allottee will be required to pay maintenance charges as specified at the time of possession.
  4. **Cancellation Policy:** In case of cancellation of this allotment by the allottee, the refund will be processed as per the terms and conditions outlined in the sale agreement.
  5. **Modifications:** No structural modifications can be made without prior approval from the builder and subject to the local authority's regulations.
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## 4. Additional Information

For further details, you are requested to contact the undersigned or visit our office during working hours.

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**Acceptance by Allottee**

I, [Allottee's Name], acknowledge the receipt of this allotment letter and agree to the terms and conditions mentioned herein. I also confirm that the above-stated details are true and correct.

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**Allottee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Issued By:**

**For [Builder's Name],**

Signature: \_\_\_\_\_

Name: [\_\_\_\_\_]

**Designation:** [ ]

Builder's Stamp: \_\_\_\_\_

Date: \_\_\_\_\_