

**Ref # [Booking Application form dated]**  
**Dated of Booking Application form**  
**Name of Allottee**  
**Complete Address**

**Sub: Allotment Letter**

Dear Mr./Ms./Mrs/M/s\_\_\_\_\_,

Welcome to Unit no.\_\_\_\_\_ in “\_\_\_[name of project]\_\_\_\_\_”, an upcoming project, for the commercial/retail purpose. We thank you for reposing your faith and trust in us. We are pleased to allot to you Unit of the following description as per your Booking Application Form dated-\_\_\_\_\_:

**DETAILS**

- (1) **Unit No.** \_\_\_\_\_
- (2) **Floor** \_\_\_\_\_
- (3) **Tower** \_\_\_\_\_
- (4) **Type** \_\_\_\_\_
- (5) **Carpet Area** \_\_\_\_\_ sq.mtr. / sq. ft.
- (6) **Number of car parking space for exclusive use** \_\_\_\_\_

This Allotment Letter will be read with all the terms and conditions as agreed in the Booking Application Form which will then be followed by the Agreement for Sale to be executed between the parties.

Please note that time is of essence with respect to payment of sums due and any default shall incur consequences as mentioned in the terms and conditions of the booking form. We are sure you will abide by the installment plan meticulously.

Trust you will find the above in order. Please acknowledge receipt.

Yours sincerely,  
**For** \_\_\_\_\_

**(Authorised Signatory)**