

Property Allotment Letter Format

[Your Company Name]
[Company Logo]
[Company Address]
[City, State, ZIP Code]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Property Allotment Letter

Dear [Recipient's Name],

We are pleased to inform you that, in accordance with our policies and procedures, we have allotted to you the following property under the terms and conditions outlined herein:

1. Description of Allotment:

- [Specify the details of the allotted property. Include the property address, type of property (apartment, house, etc.), and any other relevant details.]

2. Terms and Conditions:

- [List any specific terms and conditions associated with the property allotment. This may include usage guidelines, maintenance responsibilities, or any other relevant instructions.]

3. Commencement of Allotment:

- The allotment will be effective from [Specify the start date]. Please ensure compliance with the terms outlined in this letter.

4. Responsibilities:

- As the allottee, you are responsible for [Specify any responsibilities, such as maintenance, compliance with regulations, etc.].

5. Duration of Allotment:

- The allotment is valid until [Specify the end date], unless otherwise specified in writing by [Your Company Name].

6. Review and Renewal:

- The allotment may be subject to periodic review, and renewal terms will be communicated to you in advance.

Please carefully read and acknowledge your acceptance of this property allotment by signing and returning the attached duplicate copy of this letter. Your signed copy will serve as confirmation of your understanding and acceptance of the terms outlined herein.

If you have any questions or require further clarification, please do not hesitate to contact our office.

Congratulations on your property allotment, and we wish you the best in utilizing and enjoying the allocated property.

Yours sincerely,

[Your Full Name]

[Your Position]

[Your Contact Information]

[Enclosures: Duplicate copy of the Property Allotment Letter for recipient's acknowledgment]