Date

To

Recipient Name

Street Address

City, ST ZIP Code

**Subject:** Request for allotment letter for land

Dear Sir/Madam,

I am writing to request for the allotment letter of the land located at [enter location]. As per our agreement, I have paid the entire price of the land. Kindly, issue me the allotment letter so that I may proceed further.

Sincerely,

[Your Name]  
[Address]