

To : Management  
Etihad Town, Lahore

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

Subject : **ISSUANCE OF ALLOTMENT LETTER**

It is submitted that I have PAID all dues including Development Charges of **Plot # \_\_\_\_\_**  
**Block \_\_\_\_\_ Phase \_\_\_\_\_ Measuring \_\_\_\_\_** Kanal / Marla \_\_\_\_\_ Sq ft, **Category**  
Residential / Commercial in Etihad Town, Lahore. You are requested to issue me formal Allotment  
Letter.

Following documents are attached:

1. Original Allocation/Possession Letter.
2. Photocopy of valid CNIC.
3. Membership Form (if not submitted).
4. Membership Fee (if not deposited).
5. Last payment receipt.

Sincerely,

Signatures : \_\_\_\_\_

Name : \_\_\_\_\_

S / D / W / O : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E Mail : \_\_\_\_\_

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

Cell Number : \_\_\_\_\_

**Note:**

- a. Bring along Original CNIC, Original documents of Etihad Town for receiving of Allotment Letter.
- b. Members are required to intimate Etihad Town about Change in Address / Cell Phone Number / Landline Number immediately on Occurrence, failing which can cause inconvenience in correspondence.
- c. Payment of all outstanding dues is Mandatory.
- d. For getting Site Plan, copy of Allotment Letter is a Mandatory document.