

# Allotment Letter for Private Placement of Shares

Date: [Date]

To,  
[Name of Allottee]  
[Address of Allottee]

## Subject: Allotment of Equity Shares on Private Placement Basis

Dear Sir/Madam,

We are pleased to inform you that pursuant to the resolution passed by the Board of Directors of **[Company Name]** at its meeting held on **[Board Meeting Date]**, you have been allotted the following equity shares of the Company on a private placement basis:

Name of Allottee:	[Name of Allottee]
Number of Shares Allotted:	[Number of Shares]
Face Value per Share:	[Face Value]
Issue Price per Share:	[Issue Price]
Total Amount Paid:	[Total Amount]
Distinctive Numbers:	[Distinctive Numbers]
Folio/DP ID/Client ID:	[Folio/DP ID/Client ID]

Your name has been entered in the Register of Members/Beneficial Owners of the Company as the holder of the above allotted shares. The share certificates/demat credit will be delivered/credited to your account within the prescribed time.

Thank you for your trust and confidence in our Company.

Yours faithfully,  
For **[Company Name]**

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Authorized Signatory

### Important Notes:

- This allotment has been made in accordance with the applicable provisions of the Companies Act, 2013 and relevant rules.
- Please verify the details mentioned above and inform the Company in case of any discrepancies immediately.
- This letter is issued as documentary evidence of share allotment; it is not a share certificate.
- Transfer or further issuance of these shares is subject to applicable laws and regulations.
- Retain this letter for your records and future reference.